Checklist for Claims

Status	***Date***	***Task***
☐		Consultant sends claim to CCS Administrator
☐		CCS logs in claim
☐		CCS sends to Consultant Task Manager
☐		Consultant Task Manger sends recommendation and any additional information to CCS
☐		CCS Administrator sends to Claims Committee
☐		Claims Committee Chair schedules committee meeting
☐		Committee discusses claim
☐		Committee may request additional information from PM or consultant
☐		Committee makes recommendation
☐		Committee Chair requests concurrence from Chief Engineer
☐		CCS logs decision and writes letter for Chair
		Chief Engineer Disagrees
☐		Claims Committee Chair schedules committee meeting
☐		Committee discusses claim
☐		Committee may request additional information from PM or consultant
☐		Committee makes recommendation
☐		Committee Chair requests concurrence from Chief Engineer
☐		CCS logs decision and writes letter for Chair
		Chief Engineer Concurs
☐		Chief Engineer notifies CCS Administrator in writing
☐		Denied Claim
☐		CCS notifies consultant in writing that claim is denied
☐		Consultant agrees - Process Ends
☐		Consultant disagrees - sends appeal in writing to Chief Engineer
☐		Chief Engineer schedule a meeting with consultant and committee to hear appeal
☐		Chief Denies - Notifies consultant of denial
☐		Chief Approves - Notifies CCS of approval

☐		CCS obtains approval from FHWA is federally funded
☐		CCS prepares supplemental agreement
☐		Executive level signs contract
		Executive level disagrees
☐		Claims Committee Chair schedules committee meeting
☐		Committee discusses claim
☐		Committee may request additional information from PM or consultant
☐		Committee makes recommendation
☐		Committee Chair requests concurrence from Chief Engineer
☐		CCS logs decision and writes letter for Chair