



**COLORADO**

**Department of Transportation**

# **Audit Division's Consultant Financial Qualification Brochure For Obtaining A Master Pricing Agreement**

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## 1. Definitions of Common Terms and Acronyms

Term	Definition
<b>Audit Division (Audit)</b>	The Colorado Department of Transportation (CDOT) division that evaluates a consultant's proposed costs prior to the implementation of a Master Pricing Agreement (MPA) by Engineering Contracts Services.
<b>Cognizant Agency</b>	Entity that has primary responsibility for the audit of a firm's indirect cost rate (ICR). Typically, this is the firm's home-state DOT but could also be a Federal audit agency, CPA firm, or other state DOT.
<b>Cognizant Review Letter</b>	Letter issued by a cognizant agency indicating a review of the indirect cost rate and supporting work papers and their compliance with 48 Code of Federal Regulation (CFR) Part 31. The review typically follows the program linked in the AASHTO Uniform Audit & Accounting Guide's Appendix A (see <a href="#">Section V</a> ).
<b>Concurrent (Full) MPA Review</b>	Consultant requests that Audit review <b>both</b> updated direct salary rates (DSR) and ICR in one review.
<b>Consultant (Firm)</b>	For this document, a consultant or firm is a legal entity providing professional services to CDOT, whether as a prime or a subconsultant. Professional services are provided by professional engineers, architects, landscape architects, land surveyors, industrial hygienists, etc.
<b>Decoupled MPA Review</b>	Consultant requests that Audit review only updated DSR or ICR in separate reviews at different times of the year.
<b>Direct Salary Rates (DSR)</b>	Actual salaries of a firm's employees, shown as hourly rates.
<b>Engineering Contracts Services (Engineering Contracts)</b>	The CDOT section in charge of issuing and maintaining MPAs.
<b>Federal Acquisition Regulations (FAR)</b>	The FAR is codified at 48 CFR Part 31. This, along with 23 CFR Part 172, are the primary regulations governing the costs that can be included in the MPA.

Term	Definition
<b>Financial Qualification Package</b>	Document supporting the rates proposed for the MPA. See <a href="#">Section VII</a> for required documents based on type of review.
<b>Indirect Cost Rate (ICR)</b>	Indirect costs of a firm (indirect labor, rent, insurance, general office expenses, etc.), less unallowable costs as defined in 48 CFR Part 31, expressed as a percentage of direct labor.
<b>Master Pricing Agreement (MPA)</b>	Document that establishes the billing rates a consultant can charge CDOT on professional services contracts. Engineering Contracts issues the MPA.

## 2. Background

CDOT procures engineering and design-related services using a qualifications-based selection process in compliance with the procurement procedures for architectural and engineering services codified at 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act.

In carrying out these procurements, CDOT negotiates contracts for architectural and engineering services based on demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices. CDOT must consider the technical qualifications of the firm, education and experience of key personnel, professional licensure, and project experience. In addition, CDOT must provide assurance that the consultant complies with Federal regulations, including 48 CFR Part 31 and 23 CFR Part 172.

To ensure compliance with these Federal regulations, CDOT performs two separate annual qualification reviews: Technical Qualification and Financial Qualification.

**Technical Qualification (Prequalification)** - Engineering Contracts is responsible for performing the appropriate verifications. Successful completion of the technical verification process will allow a consultant to **bid** on a proposed CDOT project. All consultants can become technically qualified at any time.

Audit is not involved with technical qualifications. For information regarding how to set up an account and submit your information, see the [Prequalification](#) webpage.

**Financial Qualification** - Audit is responsible for performing the financial qualification review, which is the subject of this brochure. Once Audit completes this review, Engineering Contracts is responsible for issuing the MPA that establishes billing rates to be charged on CDOT projects and provides requirements for annual renewal. All consultants must obtain technical qualification **prior** to Audit conducting the financial qualification review. In addition, all consultants must have an approved MPA in place before any new contract is awarded or new task order is written.

### 3. Financial Qualification Process and the MPA

CDOT requires all consultants to have an approved MPA in place before any new contract is awarded or new task order is written. CDOT provides numerous options for obtaining an MPA. These include:

- [Concurrent](#) MPA Reviews
- Decoupled [DSR](#) and [ICR](#) Reviews (consultant's option and only available for MPA renewals)
- [Fee Schedule](#) MPA Reviews (only for qualified small firms)

Regardless of the option chosen, consultants must email all required financial qualification documentation to [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us).

## Concurrent MPA Review (DSR and ICR)

This option is available to consultants who do not have an existing MPA, or to renewing consultants who prefer not to submit two separate rate renewals. During this review, consultants will update **both** the DSR and ICR.

### Required Documents (see [Checklist Document Descriptions](#))

- Document Checklist & Revenue Certification
- AASHTO Internal Control Questionnaire
- Certification of Indirect Cost Rate
- Employee Listing (one in Excel **and** one as a signed PDF)
- Payroll Registers
- Current Fiscal Year End Cognizant Review Letter (if applicable)
- Current Fiscal Year End FAR ICR Audit Report or Compilation (see NOTE 1 below)
- Executive Compensation Analysis
- Post-Closing Trial Balance
- Financial Statements
- Sample Timesheet
- Bonus Policy
- Normal Cost of Ownership Schedule (if applicable)

**NOTE 1: Firms with total CDOT project revenue (as prime and subconsultant) of \$500,000 or more in the previous calendar year must have an audited ICR. Firms below this threshold may provide a compilation prepared by the firm or an outside party. See [Section IV](#) of this Brochure for details.**

## Decoupled DSR Review

This option is only available to consultants renewing their MPA. During this review, you will update **only** your DSR. No changes will be made to the ICR currently approved in your MPA. You will update your ICR separately (see [Decoupled ICR Review](#)).

**Required Documents** (see [Checklist Document Descriptions](#))

- Document Checklist & Revenue Certification
- AASHTO Internal Control Questionnaire
- Employee Listing (one in Excel **and** one as a signed PDF)
- Pay Raise Certification (if applicable, see NOTE 2 below)
- Payroll Registers (if Pay Raise Certification is provided, see NOTE 2 below)
- Executive Compensation Analysis

**NOTE 2:** Consultants may submit the required DSR documents prior to implementing the rates with the following conditions:

1. The consultant must guarantee that they will implement the proposed DSR on the firm's normal raise date. Audit will not accept rates that are still under consideration by the firm's management. They must already be approved.
2. The firm must submit a pay-raise certification attesting to the situation described above. This should be a simple one-page letter signed by the firm's authorized signer.
3. The firm must submit payroll registers as soon as available for Audit to verify that the firm implemented the rates. **Audit will not complete our financial qualification review until we have obtained this information.**

A firm must submit a DSR renewal annually by the renewal date listed on the Option Letter. An untimely submittal will reverse the election to decouple, and a consultant cannot again elect to decouple for the renewal term and all subsequent renewals under the current MPA. No other updates to the DSR will be allowed during the year except for the [Add Employee Process](#), which is performed by Engineering Contracts personnel.



## Decoupled ICR Review

This option is also only available to consultants renewing their MPA. During this review, you will update **only** your ICR. You will not be able to add employees or change DSR during the ICR review. This can be done through the annual DSR review and the Add Employee Process. You will update your DSR separately (see [Decoupled DSR Review](#)).

### Required Documents (see [Checklist Document Descriptions](#))

- Document Checklist & Revenue Certification
- AASHTO Internal Control Questionnaire
- Certification of Indirect Cost Rate
- Employee Listing (one in Excel and one as a signed PDF, see NOTE 3 below)
- Current Fiscal Year End Cognizant Review Letter (if applicable)
- Current Fiscal Year End FAR ICR Audit Report or Compilation (see NOTE 4 below)
- Executive Compensation Analysis
- Post-Closing Trial Balance
- Financial Statements
- Sample Timesheet
- Bonus Policy
- Normal Cost of Ownership Schedule (if applicable)

**NOTE 3:** Do not include any DSR changes or employee additions other than those already approved through the Add Employee Process.

**NOTE 4:** Firms with total CDOT project revenue (as prime and subconsultant) of \$500,000 or more in the previous calendar year must have an audited ICR. Firms below this threshold may provide a compilation prepared by the firm or an outside party. See [Section IV](#) of this Brochure for details.

A firm must submit an ICR renewal annually by the renewal date listed on the Option Letter. An untimely submittal will automatically result in the MPA's termination unless, at the discretion of Engineering Contracts, a consultant's written request to extend the renewal date is granted. No other updates to the ICR will be allowed during the year.

## Fee Schedule MPA Review

Small firms may be granted an exception to the above reviews. This exception is limited to very small firms that, due to the nature of their business operations, are unable to calculate a FAR-compliant ICR. Simply not having an ICR does not qualify a firm for this exception.

Each consultant requesting fee schedule status will be evaluated on a case-by-case basis, and CDOT will make the final determination of whether a firm qualifies for this exception. An evaluation of the reasonableness of the firm's rates will still be conducted. However, the documentation requirements are substantially reduced.

### Required Documents (see [Checklist Document Descriptions](#))

- Document Checklist & Revenue Certification
- AASHTO Internal Control Questionnaire
- Employee Listing (one in Excel **and** one as a signed PDF)
- Payroll Registers
- Invoices (at least three, current within six months, from different non-CDOT projects, identifying the hourly rates charged)

If you believe your firm may qualify for this exception, contact Audit at [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us) for consideration. Include firm name, number of employees, annual gross revenue, if you have a FAR-compliant ICR, and a brief explanation of your operations.

## Audit's Review Process

Audit will perform risk-based testing to provide assurance to Engineering Contracts that the rates to be included in the MPA are fair and reasonable and in compliance with 48 CFR Part 31 and 23 CFR Part 172. Depending on the option chosen to obtain an MPA (described in the previous sections), this testing may include:

### Technical Qualification Verification

A firm cannot obtain or renew their MPA unless their CDOT technical qualification is current. Engineering Contracts oversees this process, and **Audit is not involved**. For additional information, see [Section II](#).

### DSR Fair and Reasonableness Testing

Audit will compare the proposed DSR to salaries for comparable positions using an Audit-created salary database. This annually adjusted database includes rates compiled from up to three independent, nationally published, regionalized compensation surveys. Additional procedures may also be performed.

### DSR Payroll Testing

Audit will compare the DSR to the firm's payroll registers to ensure the proposed DSR are the actual rates being paid to employees.

### ICR Testing

Audit will review the ICR calculation to ensure compliance with 48 CFR Part 31 focusing on, but not limited to, review of direct versus indirect and allowable versus unallowable costs. This will also include a reconciliation of indirect costs to the firm's financials (Trial Balance) and a review of executive compensation. For this testing, Audit relies heavily on the AASHTO Uniform Audit & Accounting Guide.

Audit will be in contact with the consultant throughout the review process. Any questions or changes to rates will be discussed and agreed upon by both parties prior to the MPA being established/renewed.

## MPA Establishment

When Audit completes its review of the financial qualification package:

1. We document the results in a report to Engineering Contracts.
2. Engineering Contracts develops the MPA document, obtains the required signatures, and provides the firm with the executed MPA document.
3. The firm may begin using the rates listed in the MPA as of the document's effective date.
4. Any questions regarding the MPA document should be directed to Engineering Contracts.

## 4. Preparing the Financial Qualification Package

Consultants must email all required financial qualification documentation to [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us). Hard copies will not be accepted. Include the firm's name and type of MPA review being requested in the subject line as follows: XYZ Company - MPA Review, XYZ Company - DSR Review, XYZ Company - ICR Review, or XYZ Company - Fee Schedule Review.

All documents should be compiled and emailed at one time. A review of a firm's financial qualification package will not commence until all documents have been received and the firm has obtained/renewed their technical qualification.

Firms are responsible for ensuring all documents are completed in their entirety, are free of errors, and are signed. Any incomplete or incorrect documents will delay the review process. Particular attention should be given to the questions in the AASHTO Internal Control Questionnaire (ICQ) because discrepancies between the answers given and the information contained in the backup documentation will be questioned and cause unnecessary delays.

### **Audited ICR Requirements**

If a firm received CDOT project revenue (as a prime and subconsultant) of \$500,000 or more in their previous calendar year, the firm must obtain a CPA-audited ICR that includes a report offering the opinion on the ICR's compliance with 48 CFR Part 31. It is the firm's responsibility to understand their contract and revenue situation as well as anticipate and plan for the possibility of needing an audited ICR.

### **Field Rate Requirements**

If a firm calculates a Field ICR in addition to a Home Office ICR, both rates must be included in the MPA even if the firm does not expect to utilize the Field ICR on CDOT projects. Depending on the nature of the work the firm does for CDOT, Engineering Contracts may require the use of a Field ICR. Any questions regarding whether a Field ICR is required should be directed to Engineering Contracts.

## 5. Resources

### **AASHTO Uniform Audit & Accounting Guide**

This booklet contains detailed, generally accepted interpretations of 48 CFR Part 31 and the requirements within. It has information on standards, accounting system requirements, cognizant reviews, allowability of costs, how to prepare an ICR, and other essential information. Many of Audit's review procedures are based on information in this guide. This is also where firms will find the AASHTO ICQ. The guide can be found by doing a web search of the name listed above.

### **Electronic CFR**

The [electronic CFR](#) includes the actual regulations in their entirety. The relevant sections are Title 48, Chapter 1, Subchapter E, Part 31 and Title 23, Chapter 1, Subchapter B, Part 172.

### **CDOT Design Consultant Services Webpage**

The CDOT [Design Consultant Services](#) webpage includes links to information regarding MPAs, technical qualification, and the most current documents and information for these programs. **Please visit this webpage prior to preparing your financial qualification package to ensure you are following the most current guidance and using the most current version of all documents. Following outdated procedures and/or using old versions of documents will cause a delay in your review.**

## 6. Avoiding Common Issues

Ensure your [technical prequalification](#) is current and will not expire before Audit's review is completed.

Be sure you are using the most current version of documents found on CDOT's [MPA](#) webpage.

Answer the AASHTO ICQ as accurately as you can. Discrepancies between ICQ answers and the ICR calculation require follow-up and delay the review.

Ensure all forms are mathematically correct.

- All costs in a column of the ICR Schedule are included in the total
- ICR Schedule costs identified as unallowable are removed
- ICR Schedule costs tie to the financials
- FAR and other references on the ICR Schedule are accurate
- All billing rates on the Employee Listing are calculated correctly

Email all documents listed in the appropriate checklist.

- Submit the Employee Listing in both Excel and as a signed PDF
- Provide a brief explanation for any documents not submitted

Complete all documents in their entirety (remember signatures!). Be sure to include revenue information on the Document Checklist & Revenue Certification.

Do not alter the formulas, fonts, and spacing of the documents.

Do not combine the ICR and facilities capital cost of money (FCCM) rates on the Employee Listing. The billing rates on the Employee Listing should only include the ICR, not the FCCM rates. The FCCM rates are added as a separate line item on your Project Cost Worksheet, if applicable.

Reviews take an average of two to four weeks to complete from the time we receive all the complete, required documents. Please plan accordingly!

## 7. Required Documents for Financial Qualification Review

The following documents are required to support the rates proposed for the MPA. They are examples only. Do not use them for your MPA submission. Please see CDOT's [MPA](#) webpage for the most current, fillable versions of the following example forms:

- [Document Checklist & Revenue Certification](#) and [descriptions](#) of the required checklist documents
- [Certification of Indirect Cost Rate](#)
- Sample [Employee Listing - ICR and FCCM Rates](#) and [instructions](#) to complete form
- Sample [Employee Listing - Fee Schedule Consultants](#) and [instructions](#) to complete form

## Document Checklist & Revenue Certification

### Section 1 - Required Documents for Financial Qualification Review

Complete the appropriate list below based on the type of Colorado Department of Transportation (CDOT) Master Pricing Agreement (MPA) review you are requesting. Sign and date at the bottom. Email all documents to: [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us).

#### Full MPA Reviews

<p><b><u>Indirect Cost Rate (ICR) Firms (1) - No Cog (2)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Checklist &amp; Revenue Certification</li> <li><input type="checkbox"/> American Association of State Highway and Transportation Officials (AASHTO) Internal Control Questionnaire (ICQ)</li> <li><input type="checkbox"/> Certification of ICR</li> <li><input type="checkbox"/> Employee Listing (one in Excel and one as signed PDF)</li> <li><input type="checkbox"/> Payroll Registers</li> <li><input type="checkbox"/> Current Fiscal Year End ICR Audit Report or Compilation (3)</li> <li><input type="checkbox"/> Executive Compensation Analysis</li> <li><input type="checkbox"/> Post-Closing Trial Balance</li> <li><input type="checkbox"/> Financial Statements</li> <li><input type="checkbox"/> Sample Timesheet</li> <li><input type="checkbox"/> Bonus Policy</li> <li><input type="checkbox"/> Normal Cost of Ownership Schedule (if applicable)</li> </ul>	<p><b><u>ICR Firms (1) - With Cog (2)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Checklist &amp; Revenue Certification</li> <li><input type="checkbox"/> AASHTO ICQ</li> <li><input type="checkbox"/> Certification of ICR</li> <li><input type="checkbox"/> Employee Listing (one in Excel and one as signed PDF)</li> <li><input type="checkbox"/> Payroll Registers</li> <li><input type="checkbox"/> Current Fiscal Year End Cognizant Review Letter</li> <li><input type="checkbox"/> Current Fiscal Year End ICR Audit Report</li> </ul> <p style="text-align: center;"><b><u>Fee Schedule Firms (4)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Checklist &amp; Revenue Certification</li> <li><input type="checkbox"/> AASHTO ICQ</li> <li><input type="checkbox"/> Employee Listing (one in Excel and one as signed PDF)</li> <li><input type="checkbox"/> Payroll Registers</li> <li><input type="checkbox"/> Invoices (at least three different, current non-CDOT projects)</li> </ul>
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#### Decoupled MPA Reviews

<p><b><u>Direct Salary Rate (DSR) Only Reviews</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Checklist &amp; Revenue Certification</li> <li><input type="checkbox"/> AASHTO ICQ</li> <li><input type="checkbox"/> Employee Listing (one in Excel and one as signed PDF)</li> <li><input type="checkbox"/> Pay Raise Certification (if applicable)</li> <li><input type="checkbox"/> Payroll Registers</li> <li><input type="checkbox"/> Executive Compensation Analysis</li> </ul>	<p><b><u>ICR Only Reviews</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Checklist &amp; Revenue Certification</li> <li><input type="checkbox"/> AASHTO ICQ</li> <li><input type="checkbox"/> Certification of ICR</li> <li><input type="checkbox"/> Employee Listing (one in Excel and one as signed PDF)</li> <li><input type="checkbox"/> Current Fiscal Year End Cognizant Review Letter (if applicable)</li> <li><input type="checkbox"/> Current Fiscal Year End ICR Audit Report or Compilation (3)</li> <li><input type="checkbox"/> Executive Compensation Analysis</li> <li><input type="checkbox"/> Post-Closing Trial Balance</li> <li><input type="checkbox"/> Financial Statements</li> <li><input type="checkbox"/> Sample Timesheet</li> <li><input type="checkbox"/> Bonus Policy</li> <li><input type="checkbox"/> Normal Cost of Ownership Schedule (if applicable)</li> </ul>
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- (1) Firms that have a Federal Acquisition Regulation (FAR)-compliant ICR.
- (2) A "Cog" is a cognizant review letter.
- (3) Firms with CDOT project revenue (as prime consultant and subconsultant) of \$500k or more in the previous fiscal year must have a FAR ICR Audit Report.
- (4) Fee Schedule status must be approved by the CDOT Audit Division.

### Section 2 - Nature of Revenue As Prime Consultant and Subconsultant, Less Pass-through Funds

<b><u>Revenue Earned From:</u></b>		<b><u>Percentage of Revenue Earned From:</u></b>	
CDOT Projects	<input type="text"/>	DOT-Related Projects	0%
Other Customers	<input type="text"/>	Non-DOT Governmental Projects	0%
<b>Total Company Revenue</b>	<b>\$0</b>	Private/Commercial Projects	0%
		<b>Total Percentage of Revenue</b>	<b>0%</b>

### Section 3 - Certification

I certify that I have provided all the required documents indicated above and have completed this form in its entirety. To the best of my knowledge, the information provided is complete and accurate.

<b>Company Name</b>			
<b>Certifier's Name</b>		<b>Certifier's Title</b>	
<b>Signature</b>		<b>Date</b>	



## Document Checklist Descriptions

Checklist Item	Description
<b>Document Checklist &amp; Revenue Certification</b>	Used to ensure all required documents are included. It also describes the nature of the consultant's revenue and serves as a signed certification by the consultant that all submitted documents are accurate.
<b>AASHTO ICQ</b>	Serves as a report on the consultant's internal controls, payroll/job costing/accounting system, and certain policies and procedures. It is found in the AASHTO Uniform Audit & Accounting Guide, Appendix B.
<b>Certification of Indirect Cost Rate</b>	Used to certify that the ICR was calculated in accordance with 48 CFR Part 31.
<b>Employee Listing - ICR &amp; FCCM</b>	Lists all employee names, classifications, and rates that the consultant is requesting to be in the MPA. Once approved, a signed copy is attached to the MPA.
<b>Employee Listing - Fee Schedule</b>	Lists all employee names, classifications, and billing rates that the consultant is requesting to be in the MPA. Once approved, a signed copy is attached to the MPA. This version is for approved Fee Schedule consultants only.
<b>Payroll Registers</b>	Must be directly from the consultant's payroll system and should be within a month of when the MPA documents are submitted. Subject to CDOT approval, can provide signed offer letters for new employees if payroll is not available.
<b>Current Cognizant Review Letter (Cog)</b>	Typically issued by the home state DOT, this letter asserts that either the CPA's workpapers or the consultant's ICR calculation was reviewed, and that the ICR was found to materially conform to 48 CFR Part 31. Cog must be based on the most current fiscal year end, and a new Cog is required if more than a year old.
<b>Current Fiscal Year End FAR ICR Audit Report or Compilation (ICR Schedule)</b>	Shows the calculation of the ICR, including all accounts, adjustments, and unallowable costs. It is typically accompanied by notes explaining the methods used by the consultant to accumulate costs and make adjustments. The ICR must be based on the most current fiscal year end. A new ICR Schedule must be obtained if more than a year old. See the tables at the end of Chapter 5 of the AASHTO Uniform Audit & Accounting Guide for ICR Schedule examples.

Checklist Item	Description
<b>Executive Compensation Analysis</b>	Lists the total compensation of the top executives at the firm. A separate analysis of these individual's compensation is required per 48 CFR § 31.205-6. Typically, the consultant will compare the compensation to either compensation studies or the National Compensation Matrix. See Chapter 7.5 of the AASHTO Uniform Audit & Accounting Guide for details regarding how to conduct this analysis.
<b>Post-Closing Trial Balance</b>	Lists all primary accounts from the consultant's general ledger and their year-end balances (after adjustments). Must be the same fiscal year end as the ICR Schedule.
<b>Financial Statements</b>	Typically include the Balance Sheet, Income Statement, and Statement of Cash Flows. Must be the same fiscal year end as the Trial Balance and ICR Schedule.
<b>Sample Timesheet</b>	A blank timesheet showing all available fields of entry.
<b>Bonus Policy</b>	Consultant's written bonus policy. If a written policy does not exist, provide a brief explanation of how bonuses are determined. If bonuses are not paid, state that.
<b>Normal Cost of Ownership Schedule</b>	Schedule detailing the adjustment that is required if the consultant pays rent to a related party. See Chapter 8.23.B of the AASHTO Uniform Audit & Accounting Guide and 48 CFR § 31.205-36(b)(3) for details regarding allowable costs.
<b>Invoices (Fee Schedule consultants only)</b>	At least three current (within six months) invoices from at least three different non-CDOT clients, identifying the hourly rates charged.
<b>Company Name</b>	Enter the firm's legal name as registered with the Colorado Secretary of State.

### Certification of Indirect Cost Rate

This certification is to provide assurance that the Indirect Cost Rate (ICR) was calculated in accordance with applicable cost principles contained in the Federal Acquisition Regulations (FAR), 48 Code of Federal Regulations (CFR) Part 31.

Consultant Information			
Legal Business Name:	Federal ID Number:		
<input type="text"/>	<input type="text"/>		
Company Street Address:	City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address:	Telephone Number:		
<input type="text"/>	<input type="text"/>		

Declaration of Certification			
ICR Office:	<input type="text" value="0.00%"/>	ICR Field:	<input type="text" value="0.00%"/>
		ICR Determination Date:	<input type="text"/>
Fiscal Period Covered:	<input type="text"/>	to	<input type="text"/>
<p>I, the undersigned, certify that I have reviewed the ICR calculation for the fiscal period specified above and to the best of my knowledge and belief:</p> <ol style="list-style-type: none"> <li>1) All costs included to establish the ICR are allowable in accordance with the cost principles of the FAR, 48 CFR Part 31.</li> <li>2) This ICR does not include any costs that are expressly unallowable under the cost principles of 48 CFR Part 31.</li> <li>3) All known material transactions or events that have occurred affecting the firm's ownership, organization, and ICR have been disclosed.</li> </ol>			

Certifying Official	
Executive Title:	<input type="checkbox"/> President <input type="checkbox"/> Vice President/Equivalent <input type="checkbox"/> Chief Financial Officer
	<input type="checkbox"/> Other Executive                 Title: <input type="text"/>
Name (Print):	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

## Employee Listing - ICR and FCCM Rates

### Employee Listing

Very Good Engineering & Design Company

Indirect Cost Rates (ICR) & Facilities Capital Cost of Money (FCCM)							
Office ICR:		160.21%	Field ICR:		122.79%		
Office FCCM:		0.0500%	Field FCCM:		0.0100%		
Direct Salary Rates (DSR)							
A. Employee Name (Last, First - alphabetical)	B. Consultant's Employee Classification	C. Conversion to CDOT Classification	D. Current Hourly Rate	E. ICR Office	F. ICR Field	G. Billing Labor Rate Office	H. Billing Labor Rate Field
Gergich, Garry (Jerry)	Engineer 5	Engineer II	\$50.00	160.21%	122.79%	\$130.11	\$111.40
Haveford, Tom	Engineer 2	EIT II	\$37.29	160.21%	122.79%	\$97.03	\$83.08
Knobe, Lesley	Engineering Division Manager	Engineering Manager	\$65.25	160.21%	122.79%	\$169.79	\$145.37
Ludgate, April	Project Controls	Project Coordinator II	\$32.64	160.21%	122.79%	\$84.93	\$72.72
Swanson, Ron	President	Engineering VP	\$80.32	160.21%	122.79%	\$209.00	\$178.94
Wyatt, Ben	Project Accountant	Accountant	\$39.50	160.21%	122.79%	\$102.78	\$88.00
Certifying Official							
I certify that to the best of my knowledge and belief the people listed on this Employee Listing are employees of the company and the hourly rates listed do not exceed their actual base salaries.							
Name (print): Ron Swanson			Title: President			Date: 1/29/2024	
Signature: <i>Ron Swanson</i>							

## Instructions for Completing Employee Listing - ICR and FCCM Rates

### General/Important Information

Do not format the Employee Listing except to delete unused rows or add rows for additional employees.

If you copy and paste employee data directly into the DSR Section from company records, paste values only so that the font remains Trebuchet MS 11 point and the appropriate number format remains.

When adding rows, do not adjust any formulas. Copy and paste the formulas for Columns E through H from the row above.

List employees alphabetically by last name at their actual current hourly rates (base pay only). Only list those employees that are expected to work on CDOT projects.

Do not add the FCCM rates to the ICR. These rates must be shown separately.

### Company Name

Type the firm's name in the <Company Name> cell at the top of the listing.

### Indirect Cost Rates (ICR) & Facilities Capital Cost of Money (FCCM) Section

If your firm calculates both Office and Field ICR, replace the applicable 0.00% numbers, rounding to two decimal places.

If you have a single ICR (no Field ICR), enter the rate in the Office section, rounding to two decimal places, and leave the Field section as 0.00%.

If your firm calculates both Office and Field FCCM rates, replace the applicable 0.0000% numbers.

If you only have a single FCCM rate (no Field FCCM), enter the rate in the Office section and leave the Field section as 0.0000%.

Do not add the FCCM to the ICR. These rates must be shown separately.

The FCCM is typically rounded to two decimal places but can be taken out no more than four decimal places.

### Direct Salary Rates (DSR) Section - Column A

Only list employees that are expected to work on CDOT projects.

List employees alphabetically by last name, first name (e.g., Gergich, Garry).

### Direct Salary Rates (DSR) Section - Column B

Enter each employee's internal classification/job title used by your company.

**Direct Salary Rates (DSR) Section - Column C**

Convert each employee's classification to the CDOT common classification using the document located at the [Standard Job Classifications](#) webpage.

To convert each employee's classification, consider their job title, job duties, experience, and qualifications collectively.

**Direct Salary Rates (DSR) Section - Column D**

List employees at their actual current hourly rates (base pay only) with no more than two decimal places.

If an employee is listed at a rate below their actual current hourly rate, provide an explanation.

**Direct Salary Rates (DSR) Section - Columns E and F**

If an employee hourly rate is listed in Column D, the Office and Field ICR automatically populate from the rates entered in the Indirect Cost Rates (ICR) section above. **Do not adjust the formulas.**

**Direct Salary Rates (DSR) Section - Columns G and H**

These columns include formulas that will automatically calculate the billing rates if an employee hourly rate is listed in Column D and Columns E and/or F list an ICR. **Do not adjust the formulas.**

Profit/fee is not included in the MPA. It will be calculated separately on invoices when billing for projects.

**Certifying Official**

The Employee Listing should be signed by someone with proper authority at the company.

Valid signature types include script font, an image of your signature, or a digital signature.

If applying a digital signature, ensure the document is not "locked/protected" against editing after signing as we may need to add notes to the document for our testing procedures.

**Questions**

If you have questions, please email Audit at [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us).

**Examples**

See "Ex - Dual ICR" and "Ex - Single ICR" worksheets for examples of how to complete the Employee Listing with both Office and Field ICR and FCCM rates as well as with a single ICR and FCCM rate.

## Employee Listing - Fee Schedule Consultants

### Employee Listing

Very Good Engineering & Design Company

Indirect Cost Rates (ICR) & Facilities Capital Cost of Money (FCCM)			
NA - Fee Schedule			
Direct Salary Rates (DSR)			
A. Employee Name (Last, First - alphabetical)	B. Consultant's Employee Classification	C. Conversion to CDOT Classification	D. Billing Rate
Gergich, Garry (Jerry)	Engineer 5	Engineer II	\$130.00
Haveford, Tom	Engineer 2	EIT II	\$95.00
Knope, Lesley	Engineering Division Manager	Engineering Manager	\$170.00
Ludgate, April	Project Controls	Project Coordinator II	\$85.00
Swanson, Ron	President	Engineering VP	\$210.00
Wyatt, Ben	Project Accountant	Accountant	\$100.00
Certifying Official			
I certify that to the best of my knowledge and belief the people listed on this Employee Listing are employees of the company and the billing rates listed do not exceed the company's normal billing rates.			
<b>Name (print):</b> Ron Swanson		<b>Title:</b> President	<b>Date (below):</b>
<b>Signature:</b> <i>Ron Swanson</i>			1/29/2024

## Instructions for Completing Employee Listing - Fee Schedule Consultants

### Company Name

Type the firm's name in the <Company Name> cell at the top of the listing.

### Direct Salary Rates (DSR) Section - Column A

Only list employees that are expected to work on CDOT projects.

List employees alphabetically by last name, first name (e.g., Gergich, Garry).

### Direct Salary Rates (DSR) Section - Column B

Enter each employee's internal classification/job title used by your company.

### Direct Salary Rates (DSR) Section - Column C

Convert each employee's classification to the CDOT common classification using the document located at the [Standard Job Classifications](#) webpage.

To convert each employee's classification, consider their job title, job duties, experience, and qualifications collectively.

### Direct Salary Rates (DSR) Section - Column D

Billing rates are inclusive of all costs and profit/fee. This will be the total hourly rate you charge CDOT for each employee.

Billing rates must be supported by non-CDOT clients' invoices and company payroll.

### Certifying Official

The Employee Listing should be signed by someone with proper authority at the company.

Valid signature types include script font, an image of your signature, or a digital signature.

If applying a digital signature, ensure the document is not "locked/protected" against editing after signing as we may need to add notes to the document for our testing procedures.

### Questions

If you have questions, please email Audit at [dot\\_audit@state.co.us](mailto:dot_audit@state.co.us).

### Example

See "Example" worksheet for an example of how to complete the Employee Listing.