

Compensation for Direct Expenses for Professional Services Consultants with Self-certified Rates

Consultants may elect to become only technically qualified or to become both technically and administratively qualified. For projects where the total contract amount is less than \$500,000, the consultant may submit a Self-certification of Accounting System and Reimbursement Rates, Form No. 375-030-51, in lieu of an audit report and accounting system certification prepared by an independent Certified Public Accountant or governmental agency. Such self-certification will be in the format specified in the Department's Reimbursement Rate Audit Guidelines. The self-certification may include a calculation of direct expense rate for the firm, based on listings of direct expenses (separate for home office and field office) in relation to the direct labor base. All costs used to establish rates for the fiscal year indicated on the form, including direct expense rates, must be allowable in accordance with the applicable cost principles of the Federal Acquisition Regulation (FAR) of Title 48 CFR, Part 31, and the Department's Reimbursement Rate Audit Report. Direct expense rates are subject to the current maximum rate caps found on the Department's Procurement Office website, at: <http://www.fdot.gov/procurement/news.shtm>

It shall be the Department's policy to compensate firms based on the listings of direct expenses in relation to the direct labor base up to the current maximum caps. Reimbursement of actual miscellaneous expenses on a professional service contract is not allowed. For technically qualified professional services firms qualified at any level, the direct expense rate percentage is the sole means for reimbursing the consultant firm for direct costs.