

## Consultant Advisory

2020-1

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Consultant Advisory  
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### **2020 Consultant Prequalification Updates**

Contract Services Division (CSD) has published an updated version of the [Consultant Prequalification Application Instructions \(V2.12\)](#). Included within this update are the following changes:

- Updated contact information for MDOT Prequalification Analyst,
- The Classification-specific Review Forms are hyperlinks within the electronic Instructions,
- Updates to the Classification-specific Forms including:
  - o Removing the General Items formerly listed on the first page
  - o Updated contact information for the MDOT Procedural Evaluator
  - o Updated contact information for the MDOT Technical Evaluator (where appropriate)
  - o Updated experience requirements for many Classifications

In addition, the following Financial Prequalification (FPQ) Documents have been updated:

- [Financial Prequalification Questionnaire for the Users of the Safe Harbor Rate](#)
- [Financial Prequalification Questionnaire for Compiled Indirect Cost Rates](#)
- [Financial Prequalification Questionnaire for Audited Indirect Cost Rates](#)
- [NCM Compliance Worksheet](#)
- [Facilities Capital Cost of Money Worksheet](#)
- [Related Party Cost of Ownership Calculation](#)

The following pages contain a description of the revisions to each document.

Please provide the current version of the applicable FPQ during annual prequalification renewal.

## REVISIONS TO MDOT'S FINANCIAL PREQUALIFICATION APPLICATION

### Financial Prequalification Questionnaire for Audited Indirect Cost Rates

FPQ Page	Original Language	Revised Language
1	<i>N/A - New attachment requirement</i>	Direct Cost Summary Worksheet

### Financial Prequalification Questionnaire for Compiled Indirect Cost Rates

FPQ Page	Original Language	Revised Language
2	... <u>or</u> National Compensation Matrix Compliance Worksheet ( <i>Company Supplied or Worksheet</i> )	... <u>or</u> National Compensation Matrix Compliance Worksheet ( <i>Company Supplied or Worksheet</i> ). Note – the National Compensation Matrix is updated by AASHTO every year. The most current version of the matrix can be found on AASHTO's website ( <a href="http://audit.transportation.org">audit.transportation.org</a> ).
20	H.1 Credits Associated with Direct Costs. Is the indirect cost pool relieved/reduced for credits/reimbursements received for direct costs? ( <i>Yes/No</i> )	H.1.1 How is the indirect cost pool relieved/reduced for credits/reimbursements received for direct costs?
20	<i>N/A – new question under H.1.2</i>	H.1.2 If the company bills projects directly for company-owned equipment/vehicles, how does the company ensure that costs associated with such company-owned equipment/vehicles (such as maintenance, depreciation, insurance, etc.) are not also included in the indirect cost rate?
20	<i>N/A – new question under H.1.3</i>	H.1.3 If the company bills projects directly for company-performed services (such as lab testing or drilling), how does the company ensure that costs associated with such services (such as lab costs, lab tech labor, etc.) are not also included in the indirect cost rate?
20	<i>N/A – new question under H.1.4</i>	H.1.4 If the company bills projects directly for company-owned equipment/vehicles or company-performed services (such as lab testing or drilling), how does the company determine billing rates for such equipment?
24	I.2 ...If no, please complete and attach the National Compensation Matrix compliance worksheet.	I.2 ...If no, please complete and attach the National Compensation Matrix compliance worksheet. Note – the National Compensation Matrix is updated by AASHTO every year. The most current version of the matrix can be found on AASHTO's website ( <a href="http://audit.transportation.org">audit.transportation.org</a> ).

## Financial Prequalification Questionnaire for Users of the Safe Harbor Rate

FPQ Page	Original Language	Revised Language
6	<i>N/A – New question</i>	B.7 Within the past three years, has the company had an indirect cost rate (other than the Safe Harbor Rate) accepted by a cognizant agency or State Department of Transportation?

## Calculation Worksheets

FPQ Attachment	Original Language	Revised Language
NCM Compliance Worksheet	N/A – New footnote added	Added asterisk in Cell N21 and added the following language in row 39: *Note: The National Compensation Matrix Tool is updated by AASHTO every year. The most current version of the matrix tool can be found on AASHTO’s website ( <a href="http://audit.transportation.org">audit.transportation.org</a> )
Related Party Cost of Ownership	The ‘Treasury Rates’ were listed through 2018	Updated to add 2019 treasury rates
FCCM Calculation	The ‘Treasury Rates’ were listed through 2018	Updated to add 2019 treasury rates