

New Automated Fee Proposal Version 4.0 Frequently Asked Questions (FAQ)

Q: How can I add additional compensation elements on a Task Work Order contract?

A: The AFP was hides the Comp Element tab for Task Work Order contracts by default and assigned only one Compensation Element of Basic Services. However, additional compensation elements can be added by right clicking on the tabs at the bottom and selecting "Unhide" -> Click on Comp Elements -> And click Ok to make the compensation elements tab appear. Also, you can select No for Is this as Task Work Order Contract? And populate the compensation elements tab before changing it back to Yes.

Q: Do we need to enter a sequence number in the FEID field?

A: No, sequence numbers should not be entered in the FEID field. They can be included in the comments section if you know which one you would like to use. (Sequence number is the three digit string following an FEID number; shows the remittance & purchasing address)

Q: What is the CEI Limited Rate?

A: The CEI Limited rate field is where the 75th Percentile Limited rate on CEI contracts can be entered.

Q: What is the Weight Factor?

A: The Weight Factor is used to weight the contract average towards people who will be utilized more on the contract. The weight factor for a job class must equal 100%.

Q: What date ranges are used in the Wage Rate Report?

A: The Wage Rate Report should be run with the 'To' date as the date the AFP is due, and the 'From' date as a year prior.

Q: On the Employee Tab, what if your engineer has a registration from another state?

A: Professional Registrations from other states can be entered in the comments section, also include the state and post registration years. Registered Engineers from other states should gain reciprocity if the intent is to sign and seal plans in Florida.

Q: Can you add rows on the Employees tab?

A: No, additional rows cannot be added on any of the tabs. We have added more rows to the AFP; if more than are available is required – multiple AFPs should be submitted with different sequence numbers. The sequence number is found on the contract details tab.

Q: Can you delete employees on the Employees tab?

A: Yes, employees can be deleted on the employees tab by selecting any of the cells that are light tan or blue, right click and select clear contents. The rows and columns cannot be deleted.