

Fields that appear **blue** are not editable. All are prepopulated with drop down menus or import information from other fields in the spreadsheet. These fields are locked to all users.

Fields that appear in **tan** are editable and will be used by the consultant to enter their proposed staffing, direct and indirect cost information.

CONTRACT DETAILS

PROJECT NAME: []

CONTRACT NUMBER: Local Agency Contract # []

AD NUMBER: []

FM NUMBER: 123456-1-38-01 []

AMENDMENT #: []

PLANNED START DATE: []

PLANNED END DATE: []

PROJECT LENGTH: [] Months

TYPE OF CONTRACT RATES: Table 6 only []

Contract Duration Adjustment Factor (CDAF): 0.00% []

DISTRICT: CO []

AFP VERSION: 4.0 []

LAST UPDATED: 2/2/2018 []

Is this a Task Work Order Contract? Yes []

Sequence Number: 1 []

Callouts:

- In general, this form is to be filled out by the consultant and then verified by the local for accuracy. Edit during/after negotiations as needed.
- Change to your District location
- Default for LAP projects, dont change
- No for most LAP Projects
- N/A

CONSULTANT INFORMATION

Consultant	Home / Field	FEID	Type	OH	FCCM	OMS	CDAF	EXP	Multiplier	Overtime Eligible	Audit Status	Dir Exp % / Actual	Comments
							N/A						

Callouts:

- List prime and sub-consultant firm names here
- P = Prime S = Subconsultant
- Enter the tax ID here. This is also needed to create a contract screen in LAPIT.
- Operating margin is the same as fixed fee. This may be negotiated.
- Will appear on FDOT Pre-Qual Letter Agency may choose not to pay for overtime or premium overtime.
- FDOT uses to note if the consultant has CPA audited cost rates or self-certified cost rates.
- DO NOT NEGOTIATE: OH, FCCM, EXP, or MULTIPLIER. These rates are audited and provided to you for verification as part of the consultant audit package. See LAP Checklist Item No. 10 Negotiations.
- Agency either reimburses for direct expenses OR includes the expense rate for the consultant. Do not pay both. Agency may also choose not to pay for direct expenses.

Here is an example of what the information looks like on FDOT Prequalification Letter for a consultant firm. Definitions are provided in the LAP Manual Chapter 18 and the [LAP Cost Analysis and Accounting Basics PowerPoint](#). *Note: The cost information is confidential.*

On the basis of data submitted the Department has approved your accounting system and considers the rates listed below as acceptable rates for qualification purposes.

Overhead Rate	Home/Branch Office	Field Office	Facilities Capital Cost of Money	Overtime Premium Excluded	Direct Expense
	125.37%	88.27%	0.037%		24.54% (Home) 16.62% (Field)

Example of the Consultant Tab populated with cost data. *Note: The cost information is confidential.*

CONSULTANT INFORMATION	Consultant	Home / Field	FEID	Type	OH	FCCM	OMDS	CDAF	EXP	Multiplier	Premium Overtime	Audit Status	Dir Exp % / Actual
	ABC Consulting	Home		P	125.37%	0.037%	12.00%	0.00%	24.54%	261.95%	Excluded	Audit	Dir Exp %

Information entered in the consultant tab will populate other fields in the spreadsheet.

Here is how it translates to the Employee Tab:

Employee Tab- Part 1

Sort Employees

Consultant firm populates this tab with each employee proposed to provide services on the contract. The employee info must match the information evaluated by the agency during the selection. Local agency uses resumes to verify info as needed. Job classifications proposed must match the scope of services identified in the RFP.

The firm names entered in the consultant tab populate to the employee tab and are listed in the drop down menu

List of job classifications are prepopulated based on FDOT Negotiations Handbook. Consultant must select from drop down menu.

Agency may choose to pay premium overtime. Not required.

If overtime is necessary, a firm is only eligible for premium overtime if the FDOT prequalification letter shows them as "Excluded".

EMPLOYEE INFORMATION	Consultant	Employee Name	Job Classification	#	FL Professional License #	Total Post Reg Yrs.	Position Eligible for Premium Overtime	Comp. Element
	ABC Consulting Home	John Smith	Accountant	A			No	Basic Services

Normal Page Pre W

Table Tools

View

Zoom 100% Zoom to Selection Zoom

New Window Arrange All Freeze Panes - Unhide

Split Hide Synchronous Scrolling Reset Window Position

Switch Windows - Macros

Table 6 provides a summary of all the loaded rates for the contract. This summary is a good option when attaching contract cost information to agency board meeting agendas, etc. because all the confidential cost data is hidden.

Table 6 - Unit Rates

Click to Create Table 6

*No multipliers will be added to the following rates.

	Consultant	Item	Unit	Rate
5000	ABC Consulting	202-Asphalt Friction Panel	Test	\$ 45.00
5001	ABC Consulting	401a-Geo Auger Borings-H& & Truck/Mud Bug	LF	\$ 10.50
5002	ABC Consulting	Accountant A Home	HOUR	\$ 7.86
5003	ABC Consulting		Day	\$ 5,000.00

If additional changes are made after creating Table 6, you will need to click the GREEN button to reset the tab and then click it again to update

These are summary tabs that will provide various analysis of the contract costs.