

Sub-Consultant Indirect Cost Rate Self-Certification

Firm Name: _____ Cumulative Fee Total: _____

Project/Contract Name: _____ Project Number: _____

In accordance with the Department's Qualification Based Selection (QBS) process for hiring consultants, an approved Indirect Cost Rate (ICR) is required if the following conditions are met. This applies to all Department managed and Local Public Agency (LPA) managed projects. The following is from the Department's Procedural Manual.

2.1.17.6 Indirect Cost Rate Submission Requirements

Consulting firms providing services under a contract reimbursed with Federal-aid Highway Program (FAHP) funds are required to develop an indirect cost rate in accordance with the Federal cost principles outlined in the Federal Acquisition Regulations (FAR) of part 31 of title 48, Code of Federal Regulations.

Likewise, as a contracting agency, NHDOT is required to accept indirect cost rates developed in accordance with Federal cost principles and apply those rates for the purposes of contract estimation, negotiation, administration, reporting, and contract payment. To comply with regulatory requirements, the selected firm (or sub-consultants with a cumulative active contract fee total of \$200,000 or greater) must submit an Indirect Cost Rate Audit and required documentation to the Internal Audit Office.

Definitions:

Active Agreement – An Agreement is considered active when it has been approved but the contract expiration date has not occurred.

Agreement – A written procurement contract between the Department or LPA and a consultant reimbursed under a State funded program, FAHP grant or sub-grant and includes any procurement subcontract under a contract.

Cumulative Fee Total – The total amount of fee (taken from all active contract Fee and Man-Hour Proposals) that a sub-consultant has in all active agreements plus the estimated fee amount for any contracts currently under negotiation.

Fee and Man-Hour Proposal – A proposal stating the consultant's costs for providing the services required for the project, including the breakdown of the proposed services by work hours, job classifications, salary rate, overhead/indirect costs, anticipated direct expenses, and profit, plus any subcontracts.

Indirect Cost Rate (ICR/Overhead Rate) – A factor/ratio computed by adding together all of a firm's costs that cannot be associated with a single cost objective (e.g., general and administrative costs and fringe benefit costs), divided by a base value (typically direct labor cost) to determine a

rate. The rate is applied to direct labor, as incurred on projects, to allow a firm to recover the appropriate share of indirect costs allowable per the terms of the Agreement.

Cumulative Fee Total Calculation: For purposes of this certification, standalone agreements shall also include estimated fee amounts for all contracts under negotiation within the cumulative fee total. For statewide agreements, estimated fee amounts shall be included when a fee total can be reasonably estimated. When it is not reasonable to estimate a sub-consultant fee on a statewide agreement, the estimated fee amount for the contract under negotiation may be excluded from the Cumulative Fee Total calculation.

Cumulative Fee Total = Sum of all Active Agreements + Sum of all Estimated Fee totals for Contracts Under Negotiation (when reasonable)

Certification: Having reviewed the above, I certify that this firm does not meet the requirements necessary for an approved audited indirect cost rate submission for the above project/contract.

This form shall be completed by an individual who has the authority to represent the financial information used to establish the indirect cost rate proposal submitted in conjunction with a contract.

Name of Certifying Official	Title of Certifying official
Signature of Certifying Official	Date of Certification

Note: Although an approved audited indirect cost rate is not required, the consultant must develop an annual rate according to FAR principles for billing purposes.

Please provide a listing of all contracts, with dollar amounts, the firm currently has with NHDOT as a prime consultant or sub-consultant as follows:

NHDOT Contract Name	NHDOT Contract Number	Contract Fee Total

Note: Firm may provide listing on a separate page if sufficient space is not provided above.