



May 2013 CCS Newsletter

In order to open lines of communications with the Project Managers and the Consultant Community, CCS will publish monthly newsletters. If a Project Manager or Consultant desire that a particular topic or issue be addressed, please e-mail Alan Dale with a request.

Disqualification

- The Project Managers are reviewing contracts to determine if projects are on schedule an increased number of disqualifications are expected. Please review your contracts to ensure that the prosecution of work provision of the contract is being satisfied. If not, expedite efforts to reduce backlog should be made. A request for a time extension for delays caused by actions outside of the Consultants control should be made, or a detailed schedule agreement made between the Project Manager and the Consultant outlining the required tasks and their completion dates.

Invoicing

- The Project Manager shall submit the Budget Coding Sheet to CCS along with the first invoice.
- <http://notes1/ContWEB.nsf/b88769326453bef886256fe00047183a/11f8ea7a6ed4e16086257b4f005e0bc1?OpenDocument>
- CCS strongly encourages that **time be tracked on the invoices** to avoid disqualification.
- Direct expenses shall be verified by the Project Manager. If specialty vehicles or equipment is to be used, the cost shall be justified (quotes or other documentation), approved by the PM and included in the contract document.

Overhead rates and salaries

- DOTD requires that all consultants conducting business with the Department allow the DOTD's Audit Section to perform an annual overhead audit of their books, or provide an independent Certified Public Accountant's (CPA) audited overhead rate of their firm. This rate must be developed using Federal Acquisition Regulation System (FARS) and guidelines provided by the DOTD's Audit Section. Audited field overhead rates may also be developed and used for field services when appropriate.
- Audit Section updates labor rates twice a year, in February and August.
- If the Consultant desires the most recent rates to be used on a project, the rates should be updated before submitting man hours to CCS.

Negotiations

- The Project Manager and the Consultants shall negotiate the scope and man-hours. Once the man-hours are within 10%, the Project Manager shall submit the summary sheet (direct expenses and man-hours) for the Prime and each of the Sub-Consultants to CCS.

Composite Score for Past Ratings

- The number of intervals (4) between the low score and the high score remain the same. The origin was shifted by one. This was to match the grading scale of PPR within the Department at that time. The average state wide score for any category could not be considered meeting expectations.

Example

- Firm XYZ has
 - 3 old RTNG scores for the category stated in the advertisement
(2.5, 2.8 and 3.4 – average 2.9)
 - 2 new CPPR for the category stated in the advertisement
(3.3 and 4.1 – average 3.7)

$$\frac{\text{RTNG Average} * \# \text{ of RTNG Scores} + (\text{CPPR Average} - 1) * \# \text{ of CPPR Scores}}{\# \text{ of RTNG Scores} + \# \text{ of CPPR Scores}}$$

$$\frac{(2.9 * 3) + (3.7 - 1) * 2}{(3 + 2)} \text{ Equal } \frac{8.7 + 5.4}{5} \text{ Equal } 2.82 \text{ Use } 2.8$$



Normal scale is:

1	2	3	4	5
Unacceptable	Marginal	Satisfactory	Above Satisfactory	Outstanding
Unacceptable	Slightly Less than Expected	Meets Expectations	Exceed Expectations	Outstanding

24-102 Section 12 – Workload Balance

- All contracts which are not closed (all retainage released) are considered to be open and are to be listed.
- Consultants with retainer contracts shall list every open task order individually.
- A retainer contract with no open task orders may be listed but column C for both total and remaining should be noted N/A.
- If a sub-consultant to a project, this project and the fees are required to be reported.
- Projects which have been awarded but not executed shall be listed. For awarded negotiated contracts still in the negotiation stage, the amount reported shall be a realistic estimated amount.
- If a project is not reported or an award older than two months (date of award to deadline of the submitted 24-102) is not reported, the consultant may be deemed non-responsive. If an award was posted within this two month period, in these cases CCS will add this amount to the outstanding balance and the Consultant **will not** be considered non-responsive.