



May 2014 Newsletter

This is the fourth newsletter published by Consultant Contract Services. If a Project Manager or Consultant desires that a particular topic or issue be addressed, please e-mail Alan Dale with a request.

DOTD 24-102 New Requirement

A new requirement will be added to future DOTD Form 24-102 submittals. Advertisements with a closing date after July 1, 2014, will include the following requirement:

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD along with an electronic copy (USB flash drive only) in a [searchable](#) Portable Document Format (pdf).

Overhead rates

The Consultant is to submit overhead/salary rates yearly. CCS uses the last three rates (if three or more rates are available) within the last 5 years to compute the average overhead. Ensure that you are providing DOTD with a current audited overhead rate as required. Failure to do so will result in the use of an overhead rate of 100% when preparing compensation packages.

Notice to Proceed and Purchase Order

CCS will issue a Notice to Proceed once all contract actions are completed. If a copy of a purchase order is not included with the submittal back to the consultant, the Project Manager has not yet established the funds in the LaGov System. Until these funds are established, no invoices can be processed. The Project Manager and the Prime Consultant may discuss if the contract needs to be suspended during this time, if a time extension is an option, or if work is to continue with the submittal of invoices delayed until funds are available.

Staffing

DOTD requires that the key personnel shown on the Staffing Plan submitted in the DOTD Form 24-102 remain unchanged during the course of the project. Major changes to the Staffing Plan or key personnel assigned to the project must be submitted to the Project Manager and the Consultant Contract Services Administrator for approval. Major changes to the Staffing Plan or key personnel assigned to the project prior to the execution of the contract will result in the firm being declared non-responsive.

Contract Workers – Staffing

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in Section 9a of the DOTD Form 24-102, Project Staffing Plan, with resumes included in Section 10 of the DOTD Form 24-102.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project.

Since the instructions for completing the DOTD Form 24-102 do not state when the approval is required, I am issuing the following clarification: the approval request shall be made prior to the submittal of the DOTD Form 24-102. During the grading of the submittal if the contract worker is not approved by CCS but is needed to satisfy a minimum personnel requirement as stated in the advertisement, the prime would be issued a non-responsive notification.

Location Rating (DOTD Form 24-102)

The location shown in Section 3c of the DOTD Form 24-102 is the mailing address of the office to perform work. The following sections of the DOTD Form 24-102 submittals are considered when determining location used in the consultant selection program: Section 3 – Firm registered office and mailing address, Section 9 – Staffing, Section 10 – Resumes, and Section 13 – Additional Information. An unmanned office is not to be considered as an office location in the Department's evaluation of the submittal from the consultant. DOTD reserves the right to consider other firm locations for grading of the firm to determine the shortlist.

Direct Expenses

During negotiations, the prime consultant shall include a listing of all direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of a contract. Standard equipment to be used in the provision of services rendered for the contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The Consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be rendered as non-qualifying for payment as direct expenses.

Workload

The Consultant shall list contract identification numbers for workload included in Section 12 of the DOTD Form 24-102. All task orders should be identified by both the retainer contract number and the task order number. The amount of new contracts and/or new task orders executed after the deadline date for submittals will be added to the total provided by the consultant up to the time calculations are performed by CCS when developing the shortlist for the Secretary's consideration. No reduction in the amount of outstanding balance will be considered by CCS for submitted invoices or invoices paid after the Consultant's DOTD Form 24-102 submittal is received by CCS.