



**Russell R. McMurry, P.E., Commissioner**  
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## **GEORGIA DEPARTMENT OF TRANSPORTATION CERTIFICATION OF FINAL INDIRECT COSTS**

Dear Prequalified Consultant:

On October 27, 2010, the Federal Highway Administration issued a directive establishing a policy for contractor certification of costs used to establish indirect cost rates in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) for engineering and design-related service contracts funded with Federal-aid Highway Program (FAHP) funding and administered by State Departments of Transportation. Accordingly, Effective July 1, 2011, all architectural and engineering (A&E) consultants doing business with the Georgia Department of Transportation (GDOT) must submit, on an annual basis, a certification of the costs used to establish the consultant's indirect cost rate (overhead). The certification must be by an official of the consultant, certifying that the costs used are allowable in accordance with the applicable FAR cost principles of 49 CFR, Part 31.

Consultants must submit the attached certification form, duly executed and notarized, with their yearly CPA overhead audit as required by the letter issued April 28, 2010. For any consultant that is not required to submit a yearly CPA overhead audit, they must submit the certification form on a yearly basis, no later than 180 days from their accounting or fiscal year-end date. Any consultant who does not provide the completed certification form will not be eligible for selection for any contract offering from GDOT.

This notice is being provided at this time to enable consultants to include the required certification with their yearly CPA overhead audit for year-ending dates of December 31, 2010 or later. Any consultant that may have already submitted their audit will be contacted to request the certification be completed.

We look forward to working with you and your firm. If you have questions or concerns, please contact the GDOT Office of Audits at [IndirectCostRates@dot.ga.gov](mailto:IndirectCostRates@dot.ga.gov).



CERTIFICATION OF FINAL INDIRECT COSTS

Firm Name: \_\_\_\_\_

Proposed Indirect Cost Rate: \_\_\_\_\_

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): \_\_\_\_\_

I, the undersigned, certify that I am an authorized representative of the above named firm and have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and, to the best of my knowledge and belief:

- 1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.
3. The firm named above voluntarily agrees to accept the above listed indirect cost rate; whether it is the actual indirect cost rate supported by a current fiscal year audit report or a voluntarily offered, submitted and/or agreed upon rate; which may be lower than the firm's actual indirect cost rate for the fiscal period listed above. The above listed indirect cost rate shall be used for contract negotiation, billings and settlement during a final cost audit for the applicable fiscal year listed above.

Signature of Certifying Official

Date of Certification

Name of Certifying Official (Print)

Title of Certifying Official (Print)

Subscribed and Sworn before me on this the:

Day of , 20

Notary Public

[NOTARY SEAL]

My Commission Expires: