

### **Consultant Note # 3 –Rate Renewals during “Peak” Season**

Dear Consultant Community,

It is time to update your Actual Not-to Exceed (ANTE) rates. Welcome to Peak Season!

Most of our consultant’s fiscal year end is December 31<sup>st</sup> so this would be a good time to start the rate process before your rate approval is effective.

For example, if your company has a fiscal year ending December 31, your next rate cycle will run from July 1, 2024, to June 30, 2025, for most agreements.

Most of you will soon submit updated rates and financial documents, for ANTE and Indirect Cost Rate (ICR) review. The volume of incoming requests for our review will be high. We encourage you to send us your ANTE Direct Labor rates and ICR documents, as early as possible.

#### **OPERATIONAL GUIDELINES:**

##### **A. Timely Filing Requirements**

**ALL** Consultants are responsible for timely filing their rates. Consultant ANTE rates and ICR information is considered timely filed if CSO **receives it (via email) no later than 180-days following the fiscal year end, for most that is June 30, 2024, 11:59PM**. For the filing to be considered timely, Consultants must submit ONE EMAIL, that includes **BOTH ANTE and COMPLETE ICR information**.

##### **B. CSO Email Confirmation Receipt**

Once a Consultant submits information to CSO, you will receive an automatic email confirming that the request has been received. Because we are in peak season, it may take up to **fourteen (14) days** for CSO to respond to the request.

Please do **NOT** send follow up emails asking for status updates, as this clogs up the queue.

WSDOT sends all Consultants acceptance letters that notify you when we accepted your rates. It is your responsibility to retain these records. Please do **NOT** send follow up emails asking for additional copies of [historical] WSDOT-accepted rates.

#### **RATE REVIEW GUIDELINES:**

##### **A. ICR Submittals**

- a. Please send your packet of information to [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).
- b. Review the WSDOT Internal Audit Office [\\_](#) for information you will need to submit to update your ICR. [Indirect Cost Rate guidance documents, forms & templates | WSDOT \(wa.gov\)](#)
- c. Some Subconsultants have expressed concerns about sending confidential information (e.g. financial statements) to PRIME Consultants. We understand those concerns. Please submit documents directly to CSO, at [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).
- d. Safe Harbor Program – Safe Harbor firms should have received a notice from the WSDOT Internal Audit Office with approved **new Safe Harbor rates of 120% (Home/Office) and 90% (Field Rates) Indirect Cost Rates**. Please check the agreement payment provisions and if applicable submit a request to update the respective ANTE agreement with the updated safe

harbor rate. As we are in “peak” season, we “invite” you to **submit your 2024-2025 proposed rates no later than April 30, 2024.**

**B. ANTE Submittals**

- a. Please submit the **ANTE Excel** file template with requested direct labor rate not-to-exceed. We can fill in the ICR piece once the Audit Office has completed its review.
- b. Review Information for Accuracy.**

To avoid processing delays, CSO strongly encourages Consultants to check that **all information is complete, accurate, and in the proper format, before submitting it.** Once a Consultant submits rates, those rates are **the basis** for WSDOT review and/or negotiations. **We will not accept or review revised rate submissions.**

**c. New Consultants May be asked to Submit Payroll Information**

If a new Consultant submits proposed ANTE rates, CSO may ask for payroll information as **one of several** ways of determining reasonable rates. We only need to review hourly rate information, as part of our ANTE review. We do **NOT** need or want personal confidential information such as Social Security numbers, etc. All **payroll information** submitted is kept **confidential** and is **secure**.

**d. ANTE and Master Pricing Agreement**

The Master Pricing Agreement (**MPA**) allows Consultants to be eligible to compete on WSDOT prequalification Agreements. The MPA includes a list of the Consultant’s accepted direct labor rates (e.g., the MPA Crosswalk).

Consultants should also note that **if** they intend to submit a Master Pricing Agreement (**MPA**), proposed rates under the MPA Crosswalk **must match** rates listed on the ANTE, vice versa.

If you have additional questions on our ANTE and ICR processes, please consult our website for additional information.

[Rate submittal process | WSDOT \(wa.gov\)](#)

[Indirect Cost Rate review process | WSDOT \(wa.gov\)](#)

Thank you.