

Questions

A&E Outreach Financial Documents Submittal 12/02/2024

Question 1: Can we use staff number instead of name for Labor Summary reports.

Response: The employee's name needs to be shown on the LSR to identify, who is direct/indirect labor employee, who is entitled to compensated/uncompensated overtime and who received prevailing wage deltas.

Question 2: What is the procedure for - 'voluntarily lowering the hourly rate of an employee whose paystub is based on DIR prevailing wages?

Response: FHWA has previously approved using DIR PW as a benchmark when determining fair and reasonable rates per 23 CFR 127.11. DPAC and ACEC are currently working on this item.

Question 3: Could the firm still send confidential information directly, if the firm is a sub consultant?

Response: Yes. If subconsultants elect to submit their documents directly to DPAC via FILR, for confidentiality purposes, the prime will be allowed to submit a **one (1) time** list to the Department including the name of the firm(s) and contact email(s) for subconsultants requesting a separate FILR account. The list will be submitted to the contract analyst, after which they will receive separate FILR links.

Question 4: If firm has a valid FAR rate for a staff, why sometime Caltrans would ask to reduce staff rate?

Response: A valid FAR rate/ICR does not necessarily mean the hourly rate for direct labor is fair and reasonable per 23 CFR 172.11. As mentioned above, DPAC and ACEC are currently working on this item.

Question 5: We have been asked to provide the AASHTO ICQs for some firms that have a current CT IDs. Is this a change in RADs requirements for firms with CT IDs?

Response: If a firm has a current CT ID, the ICQ generally is not required. However, if there is a question regarding the charging practices for other direct costs, IOAI may request the ICQ.

Question 6: My CPA Certified FAR auditor wanted accrual basis accounting. I heard just now that Caltrans wants Cash basis. Which is correct?

Response: The consultant must use accrual basis accounting not cash basis when developing the ICR.

Question 7: I have question to ask regarding RFQ date and billing rates.

Response: The billing rates at the first year include the escalation increase of 2.08% from SOQ submittal date.

Question 8: Follow-up to my accrual basis vs. cash basis, it was in the "Common Issues that Delay the FDRs" slide. "The ICR Schedule is prepared on a cash basis instead accrual basis" (Steve said it has to be on the accrual basis).

Response: That is correct. Accrual basis must be used.

Question 9: Can we get the new template? I have still seen the original one being sent out.

Response: The PW cost proposal template presented today will be included in the Financial Document Structure Zip folder sent out on new contracts, although the previous versions can still be used.

Question 10: I just tried downloading information from 9/23/24 presentation and you cannot download them?

Response: The links have been correct as of Friday, December 6, 2024.

Question 11: Thank you for this add - also is the drop down back for the Direct, Indirect and ODC methods?

Response: The latest version of the PW cost proposal template does not have drop-down menus for the delta base and delta fringe multipliers. Enter the multiplier directly in the cell. The calculator located to the right of the input cells provides guidance for each accounting method.

Question 12: The older version of this spreadsheet did not allow copy/paste. Has that feature been enabled yet?

Response: The Excel copy and paste functions work within the same worksheet tab on input (grey colored) cells. Additionally, columns AM through AQ allow copy/paste functions.

Question 13: I have not seen this new version... I am hoping they send it out.

Response: The latest version of the cost proposal templates is included in the FILR link sent directly to the prime consultant.

Question 14: This may have been addressed/corrected since I used the new cost proposal template, but I had noticed that there was a bust on the entry beginning on row 83 of the Payroll Employees tab when "Exempt Salary" was selected.

Response: This issue with the non-PW cost proposal template has been corrected.

Question 15: Previous Excel cost proposals were hard to format in PDF. I have not used the new forms, are they printable in PDF?

Response: Yes, the cost proposal is printable in PDF format. Follow the instructions to filter entries shown on the General Instructions tab.

Question 16: Robert showed how to delete rows, but what options are available to ADD employees without having to use the macros.

Response: On this version of the PW cost proposal template, you are able to add up to 80 employees or 240 entries without using macros.

Question 17: Can the Cost Proposal Excel file be on the DPAC website so that consultants always have the latest version. This will avoid version issues.

Response: The cost proposals cannot be posted on the DPAC website as it does not meet ADA compliant. The latest version of the cost proposal templates is included in the FILR directory link sent to the prime consultant.

Question 18: Does the old version include the 2.08% increase?

Response: Yes, the previous version included the 2.08% escalation increase for year 1 from SOQ submittal date.