SAFE HARBOR CERTIFICATION

Firm:____

Fiscal Year End (mm/dd/yyyy):____

We are providing this letter to exercise the option to use the Federal Safe Harbor Rate of 110% in all Missouri Department of Transportation contracts executed after June 1, 2013.

Our firm is required to have an accounting system capable of accumulating and tracking direct labor and other direct costs by contract and segregating indirect costs. The expectation is for our firm to establish a cost history for the development of an indirect cost rate in accordance with the Federal Acquisition Regulation (FAR) based on the actual costs.

Our firm anticipates the development of a FAR compliant schedule of indirect cost by (mm/dd/yy):____

DESCRIPTION OF ACCOUNTING PROCESS AND CONTROLS:
Include a description of each of the following:

1) *The timekeeping system and a sample timesheet.*
2) *The accounting system which separates indirect and direct costs.*
3) *The accounting system which separates allowable and unallowable costs.*
4) *Written internal control policies with a policy and procedures manual.*

____
____
____
____
____
____
____
____
____

At such time these processes are in place, our firm shall submit a complete pre-qualification package to support a FAR complaint overhead rate and our inclusion in the Consultant Pre-qualification list for prime consultants.

Name (Print):____

Signature:____

Title:____

Date:____

Firm Address, City, State, & Zip:____

Phone Number:____

Email:____