



DATE: April 8, 2016  
TO: Architectural and Engineering Firms  
SUBJECT: Recent Changes to the Master Pricing Agreement Process

We are pleased to announce two changes that we believe will improve the Master Pricing Agreement (MPA) process. The first change is the use of standard job classifications, and the second change is to allow salary increases resulting from promotions that may be submitted throughout the year for approval. Following is a brief discussion of the two changes:

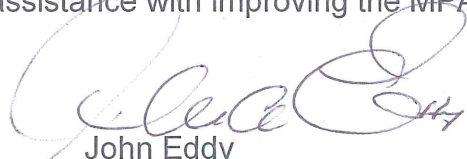
Attached you will find CDOT's Architect/Engineer Firms Standard Job Classification guide that will assist you with your new task of matching your firm's job classifications with CDOT's Standard Job Classifications. These standard job classifications were the result of a joint effort with the American Council of Engineering Companies of Colorado. We are requiring that you cross reference your firm's job classifications to these standard classifications when submitting Appendix G, "Employee Classification" as part of your MPA submission package. Appendix G, has been amended to include an additional column (Column C) for entering the corresponding CDOT standard classification. An Appendix G example is located on page 21 of the attached guide. We believe this change will expedite and simplify the MPA process, as well as minimize job classification errors.

The second change involves consultant employee salary increases resulting from promotions (defined as a change in job classification) that may occur at various times of the year. In order to be more equitable, promotional salary increases can be submitted throughout the year for approval. The same guidelines for adding employees (see CDOT EC-001) will be used for processing these salary increases.

We continue to strive to improve the MPA process. In order to meet this end, we will be sending out a brief survey with the MPA Notices to Proceed and/or renewal Option Letters. We value your feedback and any suggestions from this brief survey.

Thank you for your cooperation and assistance with improving the MPA process.

  
James Ballard  
Manager, Audit Division

  
John Eddy  
Manager, Contracts and Agreements

