

## Checklist for Consultant Contract Compliance Package

CDOT requires the submittal of a contract compliance package, which must contain all the following items for the prime consultant as well as for Sub-Consultant(s) on the project team. The Prime Consultant is responsible to ensure that each of the Sub-Consultants on the team submits its own complete contract compliance package for compliance review as follows:

- Cover Letter (Only Prime)
  - a. Cover Letter on company letterhead
  - b. Names the awarded project
  - c. Lists all Sub-Consultants
  - d. Does **NOT** include any vendors
  - e. Include name and contact information
  - f. Authorized signature
  
- Project Cost Worksheets
  - a. Submit for the Prime and all Sub-Consultants using CDOT approved templates located at <https://www.codot.gov/business/consultants/project-cost-worksheets>.
  - b. Must be in format specified in Notice to Successful Consultants (Cost Plus Fixed Fee (CPFF) or Specific Rate of Pay (SRPP))
    - i. PCWs should be \$0 for Main Task Order Contracts
    - ii. PCWs must be complete for Funds Encumbering Contracts
    - iii. **NOTE:** If the consultant is on a fee schedule there is only one type of fee schedule PCW regardless of the contract compensation method.
  - c. Must only include Sub-Consultant and Prime Consultant (no vendor information)
  - d. Must either be either with approved fee or left blank (TBD)
    - i. If your contract will be Funds Encumbering, fee must be negotiated prior to submittal.
  - e. **Please NOTE:** Only list the names, classifications and currently approved salary rates for those employees who will work on the contract or those who will most likely work on this contract (Prime & Sub). Listing the entire or majority of the MPA is **NOT** acceptable. Please remind subs that **ONLY** names listed on the approved MPA or approvals of additions are acceptable. Please make certain that all names listed on the PCW are listed as LAST NAME, FIRST NAME and in alphabetical order.
  - f. All PCWs must be signed and dated.
  - g. PCWs must include the Project Name and Project Location (if applicable) on both the Prime & Sub-Consultants, worksheets (must be prepared currently and dated in the last two weeks).
  - h. Project Cost Worksheets (PCW) must match exactly what is on the currently approved Master Pricing Agreement (MPA). If the consultant does not have an approval, whether for a changed Indirect Cost Rate or employee rate, it should not be listed on the PCW. Please keep in mind that if the Consultant has their MPA up for renewal and it is approved during the period between submittal and award this will result in the consultant being contacted for an updated PCW.

- i. Each PCW should be generated for the current contract. No consultant should be using PCW's that were obtained from another consultant signed and filled in except for the contract information then used on submittals. They MUST be generated by the Prime and Sub-Consultant for EACH respective submittal.
- Certificates of Insurance
- a. Submitted for the Prime and all Sub-Consultants
  - b. See the attached insurance requirements on the current standard consultant contract
  - c. PLEASE NOTE: any exceptions to standard COI requirements MUST be approved by CDOT's Risk Department
- DBE/ESB Utilization Plan
- a. Submitted through B2G (An email will be sent from Civil Rights within the next two business days providing instruction on submitting the utilization plan)
  - b. Approved by Civil Rights (HQ) - Civil Rights will contact the Contracting Officer verifying that your plan has been approved.
  - c. Notice to Proceed will NOT be sent out until an approved utilization plan is in place
  - d. Contact Karen Fujii-Martin in Civil Rights at 303-512-4016 or [karen.fujii-martin@state.co.us](mailto:karen.fujii-martin@state.co.us) with questions regarding B2G or DBE/ESB programs

Upon receipt of the completed contract compliance package, the information will be forwarded to the appropriate CDOT approvers for compliance review. If any additional information is necessary, the approver will contact you directly.

### **Fee/Cost Negotiation Process**

In addition to approval of the contract compliance packet, a fee must be negotiated between the parties. A fee matrix for evaluating risks will be sent to the CDOT Project Manager, an Engineering Contracts Unit (ECU) team member and the Consultant. Once all matrixes have been received by the Contracting Officer they will be compared, and an initial offer will be made.

Note: If the contract will be Funds Encumbering, include the negotiated fee in all PCWs included in the compliance packet and your completed PCWs will be compared to the Independent Cost Estimate submitted by the Region.

### **Master Pricing Agreement (MPA)**

It is the policy of CDOT that all consultants MUST have a currently approved MPA for any New Contracts or Task Orders to be written.