

Company Letterhead

Certification of Final Indirect Costs

Firm Name:_____

Proposed Indirect Cost Rate:_____

Date of Proposal Preparation (mm/dd/yyyy):_____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy):_____

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

- 1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.**
- 2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.**

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature:_____

Name of Certifying Official* (Print):_____

Title:_____

Date of Certification (mm/dd/yyyy):_____

*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at:

<http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm>

The following is the required information on the form.

Firm Name

Proposed Indirect Cost Rate – This is rate calculated based on your self-prepared indirect cost rate schedule. If you need guidance on preparing your indirect cost rate schedule, there is an example schedule on the TDOT webpage. There is also an AASHTO guide on the TDOT webpage. See - <https://www.tn.gov/tdot/business-redirect/consultantinfo/prequalified-consultant-form.html>

Date of Proposal Preparation – This is the date that you complete the indirect cost rate schedule.

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy) – This is the fiscal period covered in the self-prepared indirect cost rate schedule. The indirect cost rate is based on actual historical data. So, if you are preparing your schedule today and your fiscal year end is December 31, the most recent historical fiscal period covered would be 01/01/2018-12/31/2018.

Signature

Printed Name of Certifying Official - The “Certifying Official” must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Title

Date of Certification – This is the date that you certify this rate to TDOT.

For additional questions, there is a link to the FHWA regulations page 2 of this document.