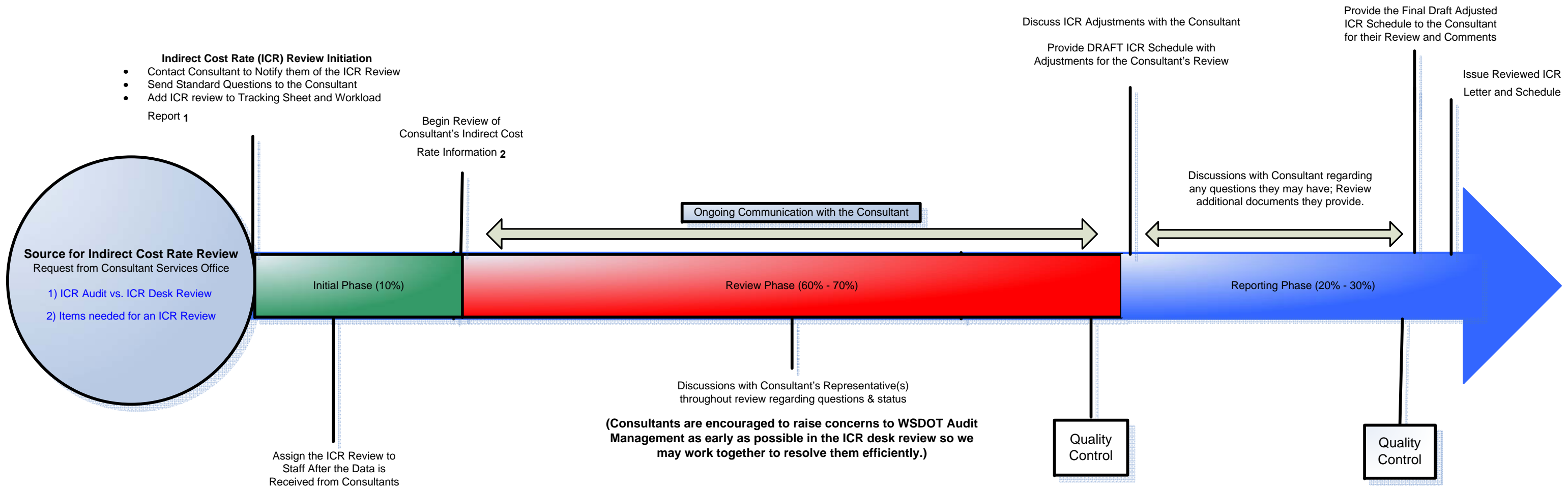


Indirect Cost Rate (ICR) Review Process



- Indirect Cost Rate (ICR) Review Initiation**
- Contact Consultant to Notify them of the ICR Review
 - Send Standard Questions to the Consultant
 - Add ICR review to Tracking Sheet and Workload

Report 1

Begin Review of Consultant's Indirect Cost Rate Information 2

Ongoing Communication with the Consultant

Discuss ICR Adjustments with the Consultant

Provide DRAFT ICR Schedule with Adjustments for the Consultant's Review

Provide the Final Draft Adjusted ICR Schedule to the Consultant for their Review and Comments

Issue Reviewed ICR Letter and Schedule

Initial Phase (10%)

Review Phase (60% - 70%)

Reporting Phase (20% - 30%)

Discussions with Consultant's Representative(s) throughout review regarding questions & status

(Consultants are encouraged to raise concerns to WSDOT Audit Management as early as possible in the ICR desk review so we may work together to resolve them efficiently.)

Quality Control

Quality Control

Assign the ICR Review to Staff After the Data is Received from Consultants

¹ We will track this request for 30 calendar days and work with the consultant to obtain their information. If we have not heard from the consultant, received the information or a status to respond to our request after 30 calendar days, we will notify the Consultant Services Office and the Consultants, by letter, that we are removing this ICR review from our workload.

² WSDOT conducts this work in our office, communicating with the Consultants by phone, email and/or may include a site visit.

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[Frequently Asked Questions](#)