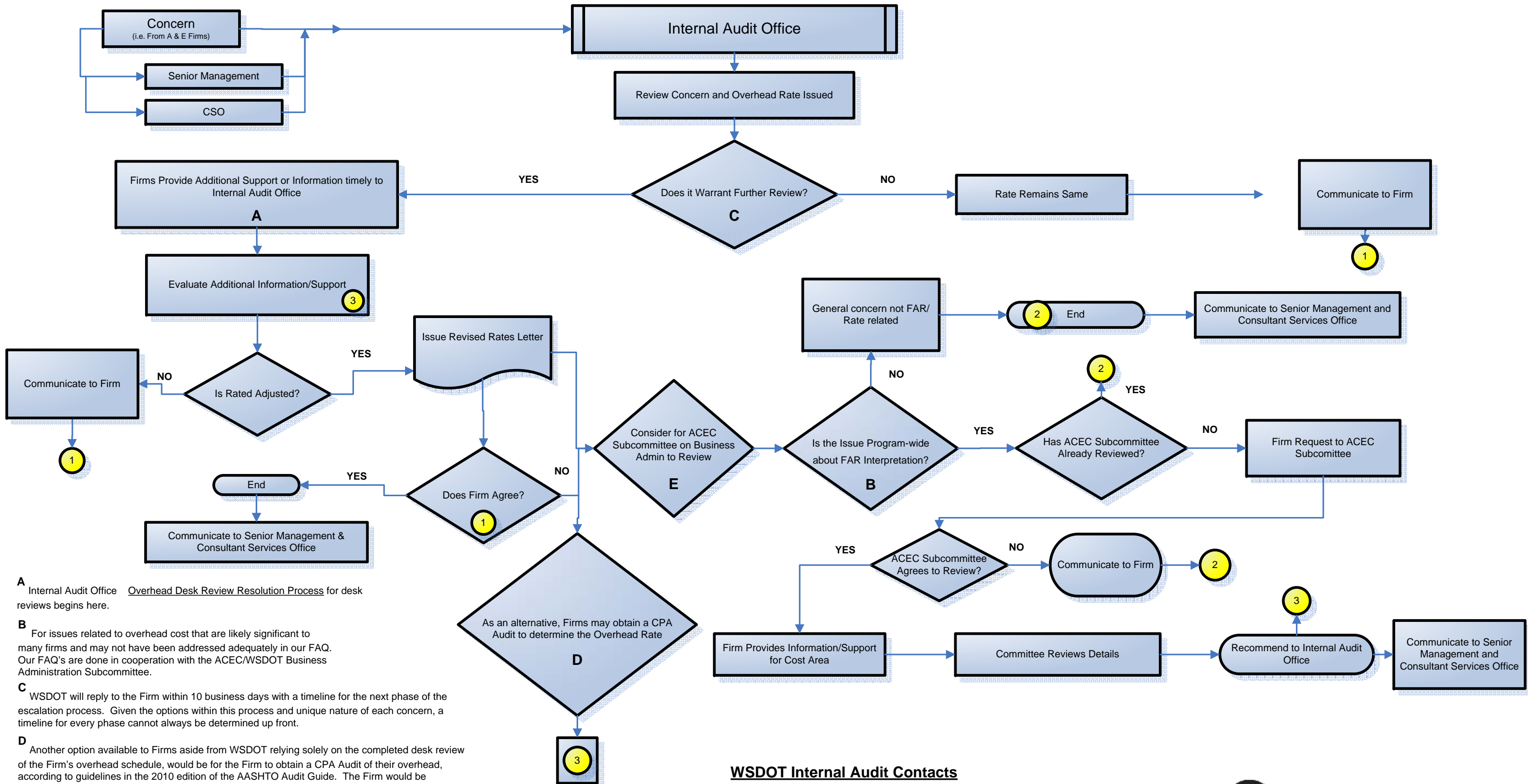


Escalation Process for Overhead Rate Concerns

① ② ③ = Represent linkages between where the end of one step moves to the beginning of another step.



A Internal Audit Office Overhead Desk Review Resolution Process for desk reviews begins here.

B For issues related to overhead cost that are likely significant to many firms and may not have been addressed adequately in our FAQ. Our FAQ's are done in cooperation with the ACEC/WSDOT Business Administration Subcommittee.

C WSDOT will reply to the Firm within 10 business days with a timeline for the next phase of the escalation process. Given the options within this process and unique nature of each concern, a timeline for every phase cannot always be determined up front.

D Another option available to Firms aside from WSDOT relying solely on the completed desk review of the Firm's overhead schedule, would be for the Firm to obtain a CPA Audit of their overhead, according to guidelines in the 2010 edition of the AASHTO Audit Guide. The Firm would be responsible for the cost of this service. The Internal Audit Office would reserve the right to review and accept the CPA workpapers. We do encourage the CPA firms to contact the Internal Audit Office before they begin their work, in regard to their approach to the overhead audit.

E WSDOT will use redacted information that identifies the Firm or obtain permission to use unredacted documents for the ACEC Subcommittee review.

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