

Consultant Note # 4 –Thirty (30) Day Reminder to Timely File Rates

Dear Consultant Community,

A. Thirty (30) Day Reminder:

The Contracts Services Office (CSO) is working diligently to negotiate and approve Consultants' Actuals Not to Exceed (ANTE) rates during this "peak" season.

To Consultants who have submitted proposed 2024-2025 rates, thank you!

To Consultants who have not yet done so, please make sure that you timely file proposed rates.

For example, if your firm's fiscal year end is December 31st, your WSDOT rate cycle begins **July 1, 2024**.

This means that you have another **thirty (30) days to *timely file* proposed 2024-2025 rates**.

For further details on CSO filing guidelines, please visit the link below.

[Rate submittal process | WSDOT \(wa.gov\)](#)

B. Prequalification.

Some Consultants are interested in participating in WSDOT's prequalification process **and** are active on non-prequal ("stand-alone") WSDOT projects.

We expect to issue the prequal advertisement soon.

If you are interested in being prequalified and providing professional services for WSDOT, please visit:

[Consultant prequalification | WSDOT \(wa.gov\)](#)

As a reminder, ALL rates must be consistent throughout WSDOT agreements. CSO policy is that Consultant rates approved under prequal (MPA Crosswalk rates) must match rates approved under stand-alone WSDOT projects (ANTE rates) or vice versa.

C. Safe Harbor Program – Apply for New Rates

Safe Harbor firms received a notice from the WSDOT Internal Audit Office regarding the new Safe Harbor rates of 120% (Home/Office) and 90% (Field Rates) Indirect Cost Rates.

Firms with Safe Harbor approval letters expiring after June 30, 2024, should have already received updated letters with the new rates. If your Safe Harbor letter expires on or before June 30, 2024, then you will not automatically receive a letter for the new rates. Firms with letters expiring on or before June 30, 2024 will need to either submit an Indirect Cost Rate (ICR) based on actual expenses, or contact the Safe Harbor Program Manager, Lamin Ceasay (Lamin.Ceasay@wsdot.wa.gov) for an extension to use the 120/90 Safe Harbor rates.

Please copy WSDOT Consultant Rates (ConsultantRates@WSDOT.WA.GOV) if you request a safe harbor extension, so that we are aware of the request, as we review your direct labor rates.

Once again, we "invite" Safe Harbor firms to check CSO filing guidelines and submit your 2024-2025 proposed direct labor rates as soon as possible.

[Rate submittal process | WSDOT \(wa.gov\)](#)

D. Late-filed Rates.

CSO **strongly encourages all Consultants to timely file** proposed 2024-2025 rates.

However, if Consultants do **NOT** timely file their rates, CSO will apply **2023-2024** direct labor rates to your new ANTEs. Proposed direct labor rate increases will not be honored if filed after the 180-day within fiscal year end deadline.

E. Review CSO Guidelines

As always, we thank you for being a part of our Consultant Community.

If you have additional questions on our ANTE and ICR processes, please consult our website for information.

[Rate submittal process | WSDOT \(wa.gov\)](#)

[Indirect Cost Rate review process | WSDOT \(wa.gov\)](#)

Thank you.