

**ATTENTION CONSULTANTS:
Major Change Affecting District-wide and General Consultant Contracts Only**

Effective July 1, 2008, the Department will implement a Project Costing Initiative, for the purposes of identifying & tracking costs associated with District-wide and General Consultant contracts. For these types of contracts, special cost accounting measures will be utilized. District-wide or General Consultant contracts will either be: 1) designated for programming & encumbering funds to the project specific financial project number up front; or 2) flagged for processing through the Project Cost Redistribution Application (automated process). The Cost Redistribution Application will allow contract funds to be committed to a general "box" or general financial project number up front, and re-allocated after-the-fact to the component projects where the expenditures actually were incurred. The Project Costing Initiative has the full endorsement of the Department's Executive Board. District-wide & GC contracts executed after July 1, 2008 will accomplish project costing either through the encumbrance process (programming & committing funds up front to the project specific financial project number), or by requiring consultants to submit Cost Redistribution files (using the spreadsheet) at the time of invoicing that provide a breakdown of the expenditures associated to the specific project numbers. Your contract Method of Compensation (Exhibit B) will explicitly state if the contract requires Cost Redistribution files to be submitted with each invoice. The automated Cost Redistribution Application is summarized as follows:

1) Contract is flagged at execution for project cost redistribution using the Cost Redistribution Application. This process will be restricted only to designated District-wide & General Consultant contracts executed after July 1, 2008, unless the Request for Proposal (RFP) specifically required such project cost accounting for a contract anticipated to be executed prior to July 1, 2008.

2) At the time of submittal of the contract invoice in the Consultant Invoice Transmittal System (CITS), the consultant will be required to submit a Cost Redistribution file to a centralized e-mail account. The Cost Redistribution file is created from an Excel spreadsheet, with a pre-defined format. The template for the Cost Redistribution spreadsheet will be made available for download from the FDOT Procurement website. The information collected in the spreadsheet includes: Contact e-mail address; Contract Number; FDOT Invoice Number; "From" Project Numbers (General Project Number associated with the task work order at the time of issuance); "To" Project Numbers (Project Specific Number associated with the project on which the services were performed) & Dollar Amounts. The "From" & "To" project numbers will be supplied by the FDOT project manager, but it will be the consultant's responsibility to have & maintain a job cost accounting system that will track costs from the general numbers to their associated component project numbers. It is important to note that although the automated Cost Redistribution Application will be interfaced with CITS, it is not a part of CITS & is not directly tied to the invoicing process. FDOT will provide training for those consultants with District-wide or General Consultant contracts that will be impacted by this new requirement. Further bulletins regarding the Cost Redistribution Application will be forthcoming.