



## *Florida Department of Transportation*

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GOVERNOR

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SECRETARY

12/24/08

Memorandum

### Notice of Change in Operating Margin Guidelines

The Department has revised the Operating Margin Guidelines used to negotiate professional services contracts. The changes were made as a result of a recommendation from the FDOT/FICE Negotiations Task Team, and have been reviewed by the Department's Executive Board and approved by the FDOT/FICE Liaison Committee.

The Negotiation Handbook has been updated to incorporate the revised guidelines. **The new operating margin guidelines will be applied to all contract negotiations that begin after January 1, 2009.**

The Negotiation Handbook is available on the FDOT Procurement website, at the following link:

<http://www.dot.state.fl.us/procurement/pdf/negot.pdf>

For training information regarding the new operating margin guidelines, please refer to Lesson 6 of the Mutual Gains Prerequisite Computer Based Training, available at the following link:

<http://www.dot.state.fl.us/procurement/wi010032MutNegTrn.shtm>

Training for the new guidelines will also be addressed in the Mutual Gains Negotiations Classroom Training, available to both consultants and Department personnel. For course dates and locations, please refer to the following link:

<http://www.dot.state.fl.us/procurement/WI010033ConfirmedTrainingDates2009.shtm>

Respectfully,

A handwritten signature in black ink that reads "Byron Williams".

Byron Williams, Manager  
Procurement Office