King County

Department of Executive Services
Finance and Business Operations Division
Procurement & Payables Section

POST AWARD DIRECT RATE CERTIFICATION

(annual review/new employee)

Direct Rate Firms are firms that have an accounting system with separate accounts for unallowable costs in accordance with FAR (48 CFR Part 31); the capacity to track costs that are directly allocable to projects; and have a timekeeping system that is sufficiently detailed to allow for proper determination of direct and indirect labor costs.

INSTRUCTIONS:

1. Any firm that meets the **Direct Rate Firm** definition above must complete and sign this form.
2. Submit acceptable overhead documentation which is an overhead schedule and if available, supporting documentation such as a WSDOT ICR Letter, Independent Auditor's Report, or other DOT letter. The County's preferred documentation is a WSDOT ICR Letter + Overhead Schedule.
3. Certification must be signed by an Accountant, Chief Financial Officer, or equivalent to be valid.
4. Prime shall email all signed PDF certifications and supporting documentation to King County as part of the Rate Proposal.

CONTRACT INFORMATION:

Contract Number:	
Contract Title:	
Consultant Name:	
Overhead Rate:	
Fiscal Year End (mm/dd/yyyy):	

CERTIFICATION: *(Check all applicable. Incomplete form will be rejected)*

☐ Proposed overhead rate does not include any costs which are expressly unallowable by the Federal Acquisition Regulations, Part 31;

☐ Proposed overhead rate is the most current overhead rate;

☐ Submitted labor rates are the actual rates paid to employees.

I certify under penalty of perjury that the information provided is true and correct.

Name **Title**

Signature **Date**