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

POST AWARD BILLING RATE CERTIFICATION

(annual review/new employee)

Billing Rate Firms are firms that do not have an accounting system with separate accounts for unallowable costs in accordance with FAR (48 CFR Part 31); do not have the capacity to track costs that are directly allocable to projects; and do not have a timekeeping system that is sufficiently detailed to allow for proper determination of direct and indirect labor costs. Billing rate firms are smaller firms that typically employ less than 25 people.

INSTRUCTIONS:

1. Any firm that meets the **Billing Rate Firm** definition above must complete this form.
2. Submit acceptable billing rate documentation which is a current Standard Billing Rate Schedule showing employee name, job classification, and billing rate or invoice documentation demonstrating the proposed billing rates.
3. Certification must be signed by an Accountant, Chief Financial Officer, or equivalent to be valid. Cursive text as signature will not be accepted.
4. Prime shall email all signed certifications and billing rate documentation to the King County as part of the Rate Proposal.

CONTRACT INFORMATION:

Contract Number:	
Contract Title:	
Consultant Name:	

CERTIFICATION:

- ☐ Firm does not have an accounting system with separate accounts for unallowable costs in accordance with FAR to maintain an overhead schedule; and
- ☐ Standard Billing Rate Schedule demonstrates the firm's standard billing rates; and
- ☐ Proposed billing rates are current and accurate for this calendar year; or
- ☐ Invoice documentation demonstrates proposed billing rates are billed to other clients.

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

Name	**Title**
Signature	**Date**