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

CONSULTANT RATE PROPOSAL CHECKLIST

The prime consultant is responsible for collecting all required information from the proposed team and submitting to the King County.

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.

Billing Rate Firms are smaller firms that typically employ less than 25 people and 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.

Direct Rate Firms	Billing Rate Firms	Other Direct Costs (ODCs)
All direct rate firms must submit the following, as applicable: ☐ **Direct Rate Certification** - Must be complete and signed to be valid. ☐ **Overhead Documentation** - an overhead schedule is required including all applicable supplemental documentation such a DOT or Independent Auditor's letter. ☐ **Direct Rates** - List of direct pay rates that includes employee name, job classification, and direct labor rate. ☐ **Maximum Direct Rates** - Provide **actual** direct rate for employee. King County will adjust rates that exceed the maximum labor rate.	All billing rate firms must submit the following, as applicable: ☐ **Billing Rate Certification** - Must be complete and signed to be valid. ☐ **Billing Rate Documentation** - a Standard Billing Rate Schedule with rates listed by employee name or job classification demonstrating the firm's standard billing rates for the current year; or invoice documentation that demonstrates the billing rate by employee or staff classification. ☐ **Billing Rates** - List of all-inclusive billing rates that includes employee name, job classification, and billing rate. ☐ **Maximum Billing Rate** - Provide **actual** billing rate for employee. King County will adjust rates that exceed the maximum billing rate.	All new ODC or new firm request must submit the following: ☐ **Invoiced ODCs** with a unit cost of $500 or more must be documented by an invoice or estimate from a 3rd party.