SAFE HARBOR CERTIFICATION

Firm Name:

Fiscal Year End:

We are providing this letter to exercise the option to use the Federal Safe Harbor Rate of 110% in all Missouri Department of Transportation contracts executed after June 1, 2013.

Our firm is required to have an accounting system capable of accumulating and tracking direct labor and other direct costs by contract and segregating indirect costs. The expectation is for our firm to establish a cost history for the development of an indirect cost rate in accordance with the Federal Acquisition Regulation (FAR) based on the actual costs.

DESCRIPTION OF ACCOUNTING PROCESS AND CONTROLS:

At such time these processes are in place, our firm shall submit a complete pre-qualification
package to support a FAR complaint overhead rate and our inclusion in the Consultant Pre-
qualification list for prime consultants.

Print Name Office Signature Date

Title Telephone Number