

The following is the required information on the form.

Firm Name

Proposed Indirect Cost Rate – This is rate calculated based on your self-prepared indirect cost rate schedule. If you need guidance on preparing your indirect cost rate schedule, there is an example schedule on the TDOT webpage. There is also an AASHTO guide on the TDOT webpage. See - <https://www.tn.gov/tdot/business-redirect/consultantinfo/prequalified-consultant-form.html>

Date of Proposal Preparation – This is the date that you complete the indirect cost rate schedule.

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy) – This is the fiscal period covered in the self-prepared indirect cost rate schedule. The indirect cost rate is based on actual historical data. So, if you are preparing your schedule today and your fiscal year end is December 31, the most recent historical fiscal period covered would be 01/01/2018-12/31/2018.

Signature

Printed Name of Certifying Official - The “Certifying Official” must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Title

Date of Certification – This is the date that you certify this rate to TDOT.

For additional questions, there is a link to the FHWA regulations page 2 of this document.