Course Number

FHWA-NHI-231029

New Training

Course Title

Using the AASHTO Audit Guide for the Development of A/E Consultant Indirect Cost Rates

This two-day advanced course is of interest to a wide variety of practitioners who want to be able to apply the AASHTO Audit Guide in the development and administration of A/E design consultant direct and indirect costs and rates. This course is written for both prime A/E consultants and subconsultants.

Outcomes

Upon completion of the course, participants will be able to:

- Employ appropriate requirements, concepts, and tools necessary to develop and apply indirect cost rates to A/E contracts.
- Describe the required components of compliant internal controls.
- Prepare an appropriate analysis necessary to demonstrate the reasonableness of compensation.
- Interpret and apply Federal and State laws, regulations, policies and procedures.
- Explain various components of the external oversight framework including ethics, dispute resolution, and the FHWA function.
- Compare and distinguish between contract types and implications on account costing and billing.

Target Audience

This course is intended for those who perform one or more of the following roles: o Performing indirect cost rate audits for A/E Design firmso Ensuring compliance with the AASHTO Audit Guideo Administering contracts or subcontracts and procuring services o Managing contracts or subcontractso Ensuring compliance of contracts or subcontractso Providing oversight of local contracts or subcontractso Building and reviewing cost proposalso Approving the payment of A/E design consultant invoiceso Auditing indirect cost and contract proposalso Closing out and performing final reconciliations of contracts o Designing and enforcing internal control systemso Reviewing RFPs and contracts for government projectso Sell A/E design services to State DOTs

Training Level: Intermediate

Fee: 2013: $450 Per Person; 2014: N/A

Length: 14 HOURS (CEU: 1.4 UNITS)

Class Size: MINIMUM: 22; MAXIMUM: 30

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