Course Number
FHWA-NHI-231029

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

NOTE: This course was updated in 2019 and reflects the updated references of 23 CFR 172, 2 CFR 200, 2016 AASHTO Audit Guide, and the 2018 National Compensation Matrix.

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:
• Performing indirect cost rate audits for A/E Design firms
• Ensuring compliance with the AASHTO Audit Guide
• Administering contracts or subcontracts and procuring services
• Managing contracts or subcontracts
• Ensuring compliance of contracts or subcontracts
• Providing oversight of local contracts or subcontracts
• Building and reviewing cost proposals
• Approving the payment of A/E design consultant invoices
• Auditing indirect cost and contract proposals
• Closing out and performing final reconciliations of contracts
• Designing and enforcing internal control systems
• Reviewing RFPs and contracts for government projects
• Sell A/E design services to State DOTs

Training Level: Intermediate

Fee: 2020: $250 Per Person; 2021: N/A

Length: 2 DAYS (CEU: 1.4 UNITS)

Class Size: Minimum: 20; Maximum: 30

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