



## *Florida Department of Transportation*

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ANANTH PRASAD, P.E.  
SECRETARY

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TO: All Consultants qualified with the Florida Department of Transportation

The Department of Transportation is making a modification to the current contract negotiations procedures and practices, with regard to the reimbursement of permits for professional services consultant contracts. Effective with the 2013 reimbursement rate audit, the Department will reimburse the costs of permits as a separate direct cost rather than through the direct expense percentage submitted annually as part of the reimbursement rate audit.

Consultants will need to exclude all permits costs from the calculated direct expense percentage in your next annual reimbursement rate audit submittal. The Department will accept invoices that include the costs of permits, documented by appropriate receipts.

Generally, no other direct expenses should be invoiced as separate items. They will continue to be compensated through the direct expense percentage. This method of reimbursing permit costs may not be applied to existing contracts nor to supplement any existing contracts.

All consultants should immediately forward this e-mail to their independent CPA who prepares their annual audits.

If there are any questions, please contact Jeffrey Owens at (850) 414-4539.

Sincerely,

Carla Perry, P.E.

Manager, Procurement Office