

Dear Consultant Community,

Earlier this month, Contract Services Office (CSO) sent you a reminder about timely notice of intent to negotiate rates. (See [Rate submittal process | WSDOT \(wa.gov\)](#)).

Many of you may have questions regarding the “**when, what, and how**” of updating your respective agreement **Actual Not to Exceed (ANTE)** Tables. We aim to answer many of your questions in this note.

We value your partnership! In that spirit, we offer the following guidelines and principles for **both** WSDOT and Consultants.

Please ensure that information is **complete, accurate**, and in the **proper format, before** submitting requests to WSDOT.

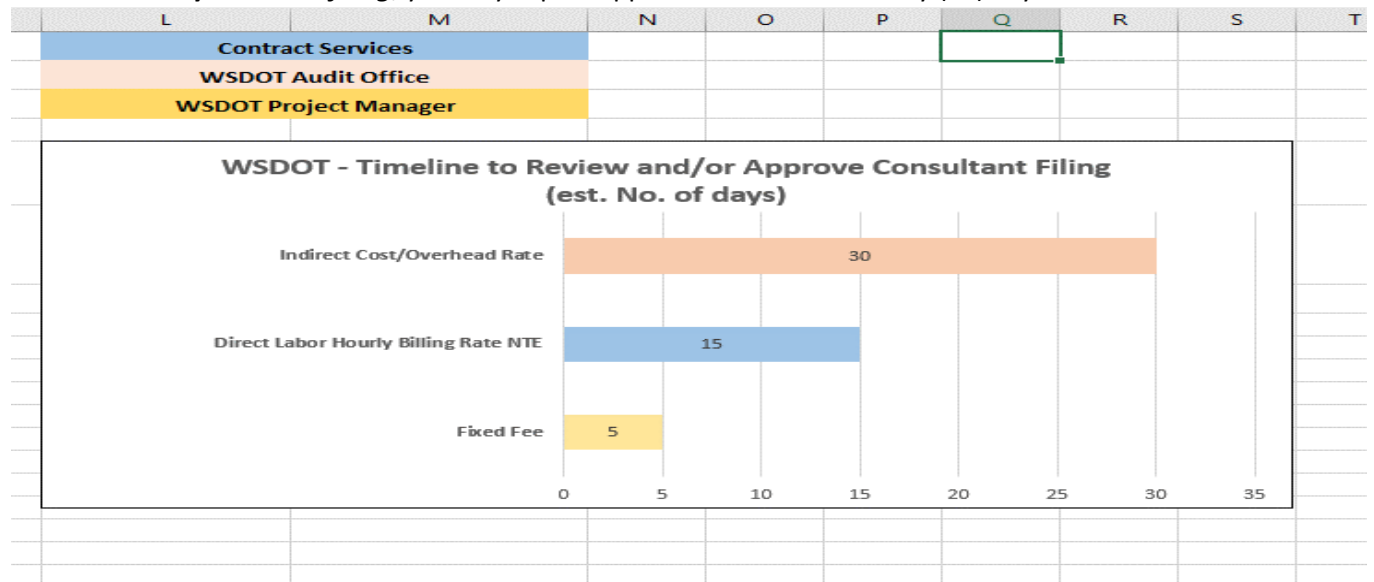
WSDOT will **exhaust all efforts** to respond to or comment on consultant requests **within 14 days** of receipt.

The Actual Not-To-Exceed (ANTE) Rate is the maximum rate that Consultants can invoice/bill under a respective “Y” Agreement that includes an ANTE as Exhibit D or E. The ANTE is comprised of three components; (a) Direct Labor Rates; Overhead/Indirect Cost Rate: and (c) Project/Fixed Fee. **Please review the example below.**

SAMPLE ANTE TABLE - FOR ILLUSTRATIVE PURPOSES ONLY						
Actuals Not To Exceed Table (ANTE)						
Company's Name						
Address						
City, State and Zip						
Rate Effective Period: July 1, 2024 - June 30, 2025						
Consultant Input	Contract Services Office - Rate Review, Negotiation & Determination		Audit Office - Rate Review & Award		PM & Consultant - Rate Negotiated	Total Fee
Job Classifications	Direct Labor Hourly Billing Rate NTE	+	Indirect Cost/Overhead Rate 110.00%	+	Fixed Fee 30.00%	= All Inclusive Hourly Billing Rate NTE
Engineer I	\$100.00		\$110.00		\$30.00	\$240.00
Administrative Assistant	\$40.00		\$44.00		\$12.00	\$96.00

1. Question: When should I submit an updated ANTE for WSDOT approval?

Please see our timeline for WSDOT approval. If Consultants **follow WSDOT guidelines and submit all required information in your initial filing**, you may expect approved rates within thirty (30) days of submission.



2. What do I need to submit to receive a WSDOT-approved Indirect Cost Rate (ICR)?

There are three different options for a company to provide an updated ICR (Cognizant Letter from another State DOT or Federal Agency, a CPA Report, or a company prepared ICR). Please visit [Audit | WSDOT \(wa.gov\)](#) for additional information.

3. What do I need to submit to receive an updated WSDOT-approved ANTE table?

Please submit your proposed ANTE table with updated direct labor not-to-exceeds (NTE) and include formulas/calculations for proposed rates in tandem with the ICR update to consultantrates@wsdot.wa.gov. We can work with your firm on the direct labor NTE's while the WSDOT Audit Office is reviewing the ICR. Please be sure to include all the anticipated job classifications for the respective agreement.

4. Question: Why are timely filing requirements important?

To ensure current exhibits are on file to avoid delayed invoices. **ALL Consultants** working on active Agreements are **responsible for timely submitting rates** for WSDOT review.

Depending on the Consultant fiscal year end (FYE) the rate cycle starts at 180 days following the FYE. For those consultants with a calendar year FYE, if Consultants submit rates early – prior to July 1, 2024 – WSDOT can review and timely approve rates. We will **issue approval letters in late June/early July 2024. The ANTE effective rate period will be July 1, 2024 – June 30, 2025.**

5. Question: I plan to submit an updated ANTE for rate increase. How much of a rate increase will WSDOT approve?

WSDOT reviews Consultant requests for increased rates, in line with general macroeconomic considerations. Please keep this in mind when submitting revised rates.

In our **next Consultant Note**, we will discuss:

- (1) the relationship between ANTE and MPA [Crosswalk] rates; and
- (2) filing requirements for NEW Consultants joining the WSDOT community.

We hope you find this Consultant Note useful. Please **share it with your colleagues and with Subconsultants** working on your WSDOT Agreements.

Thank you!