

Procedures for Developing Appropriate Billable Rates for Non-Engineering Consultants Performing Contract Services within DOTD under Title 48

Occasionally, DOTD PM's retain the services of consultants to perform work at DOTD. These contracts require the consultant to provide an individual to work at DOTD. DOTD usually provides office space, access to computers, printers, copiers, etc., access to telephones and access to DOTD files.

When submitting the Advertisement Request for Engineering Services to CCS, the PM is to include in the request the following:

- The consultant is required to work at DOTD (Project Name and Location)
- The items to be provided by DOTD, *i.e.*, office, phone, *etc.*
- In addition to the Scope of Services provided by the PM, the PM is to include the appropriate Civil Service Job Description matching the proposed work (link to job descriptions shown below)
- Contract type is Billable Rate
- Contract time in years. The maximum contract time allowed is 5 years.
- Fees. Overall Fee is maximum yearly fee times contract time in years. Maximum yearly fee is the proposed Billable rate times 2000 hours (2080 hours/year minus holidays).
 - Proposed Billable Rate = (Midpoint hourly rate of the appropriate Civil Service Job Description) X (1 + DOTD Payroll Additive percentage)

The DOTD Payroll Additive percentage is currently 32.64%. This percentage can be obtained from the Budget Section and is to be updated annually. The CCS Administrator is to verify the appropriate labor and payroll additive rates annually.

Example: PM requests a 5 year contract for a consultant that is required to work at DOTD. The level of services required is at a Project Manager level (TS 313).

$$\begin{aligned}\text{Proposed Billable Rate} &= (\$33.97)(1 + 0.3264) = \$45.06/\text{hour} \\ &\text{Round to nearest dollar, therefore: } \$45/\text{hour} \\ \text{Maximum Yearly Rate} &= 2000 \times \$45 = \$90,000 \\ \text{Overall Maximum Fee} &= 5 \times \$90,000 = \$450,000\end{aligned}$$

Please note that if the Consultant is required to travel, the overall and yearly maximum may be increased to account for other direct expenses (*i.e.*, mileage, lodging and meals). Documentation shall be provided by the PM to justify additional costs.

Civil Service job descriptions and pay grid:

<https://apps01.civilservice.louisiana.gov/asp/onestopjobinfo/Index.aspx>