

RFP to Provide Accounting Services for
Wichita Area Metropolitan Planning Organization

July 10, 2020



271 W. 3rd Street, Ste.208

Wichita, Kansas 67202

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Agency Overview

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the Metropolitan Planning Organization (MPO) and the Transportation Management Area (TMA) for the greater Wichita metropolitan area. WAMPO is responsible, in cooperation with the Kansas Department of Transportation (KDOT) and Wichita Transit, for carrying out the metropolitan transportation planning process. WAMPO facilitates regional discussions for transportation improvements for the twenty-two individual jurisdictions and three counties that comprise the WAMPO region.

Background

WAMPO is the Metropolitan Planning Organizations (MPO) for the Wichita metropolitan region. MPOs are federally required regional policy bodies in urbanized areas with populations over 50,000. MPOs recognize the critical links between transportation and other societal goals such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life. Locally, the Wichita Area Metropolitan Planning Organization (WAMPO) is responsible, in cooperation with the KDOT and Wichita Transit, for carrying out the metropolitan transportation planning process.

Scope of Services

In September 2019, WAMPO transitioned from the accounting system used by the City of Wichita to its own independent system. The system now being used is QuickBooks, a system used by similar MPOs. We need to make sure that all of the 2019 activity is properly accounted for and all of the correct processes are in place for moving forward. We intend to hire a consultant with expertise in government agency accounting to provide guidance. WAMPO is seeking a qualified Certified Public Accountant or Certified Public Accounting Firm to provide general accounting services to WAMPO on a contract basis for a limited engagement. WAMPO is interested in demonstrated broad experience and expertise in accounting and related procedures. The selected accountant or accounting firm working with WAMPO, will be required to perform this work in accordance with the scope of services identified in the Request for **Proposal (RFP) Attachment 1**.

Proposal Content

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the accountant/accounting firm seeking to provide comprehensive services specified herein for WAMPO, in conformity with the requirements of the RFP. The proposal should demonstrate qualifications of the accountant/accounting firm to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Services in RFP Attachment 1. WAMPO is asking qualified accountants/accounting firms to supply the following information. Please include all requested information in the proposal to the fullest extent practical.

1. Documentation of expertise in being able to provide the necessary services.
2. Documentation of expertise in dealings with federal legislation and federal, state, and local rules, regulations, and guidelines.
3. Approximate cost structure for services, including all support services costs such as clerical, supplies, mileage, electronic research, and other expenses.
4. List of client references, with addresses and phone numbers, for whom similar services described within this RFP were performed and that may be contacted by WAMPO.
5. Ability of accountant/accounting firm to meet required time schedules.
6. Resume of individual(s) who will be primarily responsible for the work performed
7. Cost structure for services, including: actual cost and estimated man hours to complete various tasks, and rate per hour.



8. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
 - RFP Attachment 2 (KANSAS DEPARTMENT OF TRANSPORTATION SPECIAL ATTACHMENT)
 - RFP Attachment 3 (CONTRACTUAL PROVISIONS ATTACHMENT)
 - RFP Attachment 4 (KDOT TRAVEL POLICY)

Accountants/accounting firms will be required to submit an electronic copy of the proposal and all required attachments along with two (2) hard copies.

Project Schedule

The Financial Accounting Services contract is required to be completed by September 18, 2020 and all invoices received by WAMPO by October 18, 2020.

Proposal Evaluation and Selection Process

Financial Accounting Services proposals will be evaluated by a Screening and Selection Committee. At the discretion of the Screening and Selection Committee, selected accountants/accounting firms submitting the top ranked proposals based from the evaluation criteria may be requested to make oral presentations as part of the evaluation process.

Evaluation Criteria

1. **Prior experience providing accounting services for like agencies (Maximum 30 Points):** Proposer shall include a description of their experience providing accounting services for agencies similar to WAMPO. This information should include business history, number of years in operation, number of employees, when the firm was established, principals of firm and any other related information that indicates the firm's experience providing services consistent with the listed tasks to be performed.
2. **Understanding of the Services to be Provided and Approach (Maximum 30 Points):** The proposer should provide information that shows the firms understanding of the tasks that will be provided and products to be produced for the MPO along with the firm's approach to achieving the scope of the work required.
3. **Qualifications of Staff to be assigned to the Financial Services to be performed (Maximum 20 Points):** The proposer should provide information on the ability of the individuals on the proposed firm to perform the services requested. This should include a narrative describing the role of and introducing each key individual in your firm's organization who will provide the services.
4. **Time Requirements, Staff Availability and Fees (Maximum 15 Points):** The proposer should provide an estimate of the time commitment and availability of staff for performing the services included in Attachment 1, the hourly rate for each of the firm members that will work on the contract, estimated direct charges and a projects yearly fee estimate based on the listed items. This section should include a more detailed description on the proposer's approach to schedule, coordination activities and available labor resources. Information from previous projects may be submitted that pertain to the work that will be performed.
5. **References (5 points):** Furnish at least three (3) project references with contact names, titles, telephone numbers, email and mailing addresses.

Maximum Points: 100



Tentative Selection Schedule (subject to change)

Proposal Due Date: July 30, 2020

Selection Committee Meeting: August 11, 2020

Consultant Contract Approval: August 11, 2020

Accounting Contract Start date: As early as August 17, 2020 but start no later than August 24, 2020.

Accounting Contract Completion Date: September 18, 2020

Use of Disadvantaged Business Enterprise (DBE) Firms

WAMPO is required by the Kansas Department of Transportation (KDOT) to follow the KDOT DBE review process for all procurement processes, as per the KDOT MPO DBE Program Guidance effective June 2011. WAMPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project. The KDOT Office of Civil Rights set no DBE Participation Goal for this project.

Disclaimer

WAMPO reserves the right to retain all proposals or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the vendor of the conditions contained in the RFP and an agreement to enter into a contract. Receipt of the RFP by an accountant/accounting firm or submission of a proposal by an accountant/accounting firm confers no rights upon the accountant/accounting firm nor obligates WAMPO in any manner. WAMPO reserves the right to make an award based on the greatest benefit to WAMPO and not necessarily the lowest price. Accountants/accounting firms submitting proposals are to absorb all costs in preparation and presentation of their proposals. WAMPO will not be liable for any costs incurred by accountants/accounting firms in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. WAMPO will not be liable for any costs incurred by accountant/accounting firm while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of WAMPO. WAMPO reserves the right to negotiate separately with any proposer after the opening of the RFP when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counter offer on the part of WAMPO.

Terms of Contract

The services will be procured through a not-to-exceed contract between WAMPO and the selected accountant/accounting firm if and when the desired services become necessary. The estimated date for entering into the contract is August 24, 2020. All work must be completed by September 18, 2020.

Contract negotiation will be expedited. During the contract negotiation process, the accountant/accounting firm may be required to provide the following:

1. Detailed break out of its payroll charges and general overhead rate items; and
2. Documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally funded project.

The contract will be subject to cancellation by WAMPO upon thirty (30) days written notice.

Payments

The selected accountant/accounting firm will submit invoices for work completed to WAMPO by October 18, 2020. Payments shall be made to the accountant/accounting firm by WAMPO 30 days after the receipt of the invoice and upon approval of the invoice by the WAMPO Executive Director or his/her designee.



Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the requirements of 49 CFR 18 and KDOT's DBE Program requirements. Cost eligibility/requirement will be subject to 48 CFR 31.2.

Questions

Questions regarding the RFP should be submitted in writing or by electronic mail. Questions and answers will be included as amendments to the RFP if deemed relevant and/or important. Telephone inquiries will not be accepted. Questions should be addressed to:

Patricia Sykes
Financial Analyst
271 W. 3rd Street, Suite 208
Wichita, Kansas 67202
patricia.sykes@wampo.org



Attachment 1: Scope of Services

The Wichita Area Metropolitan Planning Organization (WAMPO) is seeking a qualified Certified Public Accountant or Certified Public Accounting Firm to provide general accounting services to WAMPO for a single engagement. WAMPO is seeking accounting services in accordance with city, state, and federal regulations as applied to governmental units. The scope of services include, but may not be limited to:

- Ensure the transition of accounting systems done in 2019 was performed properly and has adequate documentation. We need to make sure we capture the historical data and that the opening balances are properly reflected in the new accounting system.
- Make sure all bank accounts are properly reconciled and all accrual journal entries are recorded. We also need to capture any needed accruals for year end 2019 as well as monthly accruals we should be making. A large portion of our budget goes to payroll activities so it is a top priority to make sure these transactions are posted correctly.
- Review the internal controls in place now and make recommendations for improvement, when applicable. This includes standard accounting controls as well as grant compliance controls. We also need documents to support the present salary structure including a system for documenting changes in the future.
- Provide year end trial balance
- Comply with local, state, and federal government reporting requirements

The selected Certified Public Accountant or Certified Public Accounting Firm will be required to familiarize themselves with WAMPO's agreements, contracts and grant requirements. Such agreements, contracts and grants include but are not limited to:

- Accounting-related provisions in the KDOT MPO Handbook
- WAMPO's Fiscal Agreement
- KDOT Consolidated Grant Agreements (CPG)
- State Transportation Disadvantaged funding
- KDOT Local Agency Program Agreements
- WAMPO – KDOT Planning Walkable Places Agreements

The successful accountant/accounting firm must:

- Be primarily engaged in providing the services as outlined in services to be performed.
- Be a licensed Certified Public Accountant in the State of Kansas.
- Have a demonstrated comprehensive understanding in areas listed in this proposal.
- Comply with local, state, and federal government reporting requirements

WAMPO reserves the right to check all references furnished and consider the responses received in evaluating the proposals. WAMPO reserves the right to perform investigations as may be deemed necessary to insure that competent persons will be utilized in the performance of the contract.

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

PREAMBLE

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency (“LEP”).

CLARIFICATION

Where the term “contractor” appears in the following “Nondiscrimination Clauses”, the term “contractor” is understood to include all parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Special Attachment shall govern should this Special Attachment conflict with provisions of the Document to which it is attached.

ASSURANCE APPENDIX A

During the performance of this contract, the contractor, for itself, it’s assignees and successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration (“FTA”) or the Federal Aviation Administration (“FAA”) as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, Federal Transit Administration (“FTA”), or Federal Aviation Administration (“FAA”) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or, the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of the paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any

subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ASSURANCE APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- The Federal Aid Highway Act of 1973 (23 U.S.C. § 324 et. seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et. seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with LEP, and resulting agency guidance, national origin discrimination includes discrimination because of LEP. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

Department of Transportation
Division of Engineering and Design
Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745
Ronald J. Seitz, P.E., Director

STATE OF KANSAS



GOVERNOR JEFF COLYER, M.D.
RICHARD CARLSON, SECRETARY

Phone: 785-296-2270
kdot#publicinfo@ks.gov
http://www.ksdot.org

KDOT POLICY FOR
CONSULTANT CONTRACT REIMBURSEMENT
FOR
HOTEL AND PER DIEM

Attention Contract Partners:

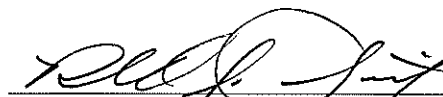
The following policy for hotels and per diem rates will be effective January 1, 2019 for contracts with consultants and sub-consultants statewide.

No out-of-state hotel bills will be reimbursed without advanced written approval (for prime and/or sub-consultant). No additional markup will be allowed on in-state (or approved out-of-state) hotel bills. The amount allowed, not including taxes, will be the actual cost up to a maximum of \$94 per night. In occasional instances when lodging cannot be secured for \$94 a night, an actual amount up to a maximum of \$141, not including taxes, will be allowed. An amount above these daily rates or unapproved out-of-state stays will not be reimbursed.

Per diem will be allowed only with overnight travel. The maximum reimbursement rate for per diem will be \$55 per day (\$8.25 for Breakfast, \$19.25 for Lunch, and \$27.50 for Dinner). Any amounts above these rates will not be reimbursed. If breakfast is furnished by the motel, the \$8.25 breakfast must be deducted. Per diem reimbursement/invoicing must be submitted with hotel receipt. Submit company's policy prior to starting work. A summary must be provided with billings recapping costs per day per individual. Please notify your sub-consultants of these rates.

Mileage will be limited to the IRS rate of \$.58/mile unless the company has audited vehicle usage rates for their company vehicles. Receipts are required for: Airport parking (limited to \$14/day); Tolls, Rental vehicles (economy class only), and Equipment Rentals. Equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as direct expense must have an audited rate to be used. Direct equipment expenses without an audited rate and "snacks" for meetings will not be allowed. Reimbursement rates may change as State and/or Federal policies change.

Thank you.



Ronald J. Seitz, P.E., Director
Division of Engineering and Design
Kansas Department of Transportation

1/10/19

Date

C: Ms. Rhonda Seitz, Chief, Bureau of Fiscal Services
Attn.: Contract Audit Section