

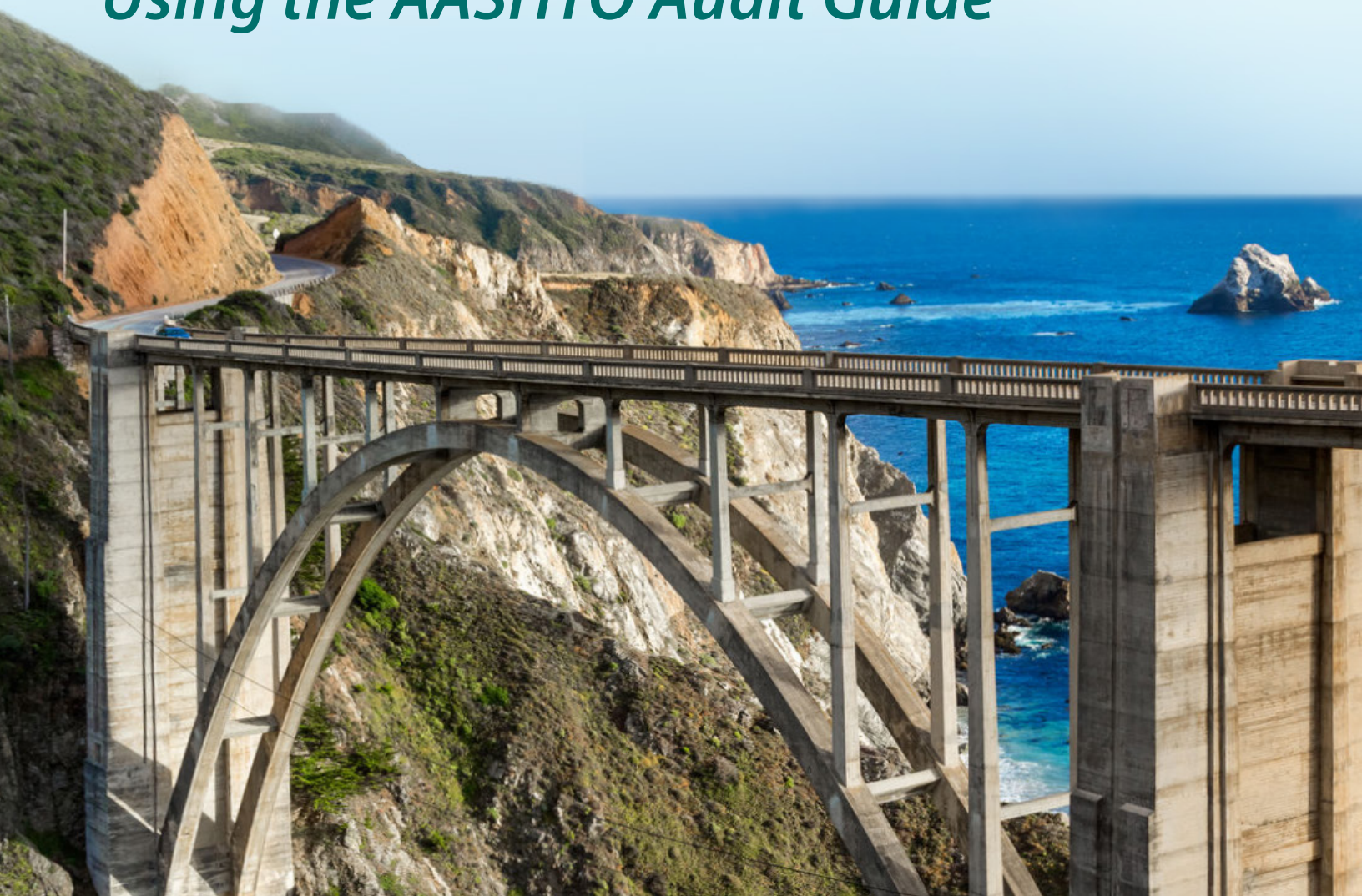
SACRAMENTO, CA • SEPTEMBER 21-24, 2015

SAN DIEGO, CA • JANUARY 11-14, 2016

# Comprehensive FAR Compliance and Oversight Training for State DOTs and A/E Firms:

*A special 2-part program developed by the FHWA National Highway Institute*

## *Mysteries of the FAR Revealed: Using the AASHTO Audit Guide*



### COURSE PARTNERS





# Mysteries of the FAR Revealed: Using the AASHTO Audit Guide

This important program of two key courses is designed to educate transportation public- and private-sector practitioners on government contracting for A/E services, and the administration and oversight of contract costs.

## At a Glance

### COURSE 1 –

#### Indirect Cost Rates: Development

This two-day course details how to apply the AASHTO Audit Guide in the development and administration of A/E consultant direct and indirect costs and rates.

**Who should attend:** All DOT and A/E firm personnel who administer/manage contracts; develop/review RFPs and contracts for government procurement; build/review cost proposals; perform indirect cost rate audits; and provide oversight of contracts and costs.

### COURSE 2 –

#### Indirect Cost Rates: Auditing and Oversight

The second and most advanced two-day course focuses on audit requirements and procedures in reviewing compliance with federal regulations and guidance.

**Who should attend:** Public agency personnel and private sector practitioners with responsibilities for ensuring compliance with federal procurement regulations and consistency with the AASHTO Audit Guide.

**Also recommended:** Anyone who performs/reviews indirect cost rate audits; evaluates cost elements and proposals; performs final reconciliation of contracts, design and enforce internal control systems; and conducts oversight and risk management activities.

#### *To reinforce learning, both courses incorporate:*

- Small and large group discussions
- Case study activities
- Scored and unscored assessments

## Expert Faculty:



**Dan Purvine** is President of A/E Clarity Consulting and Training, a firm specializing in helping A/E firms navigate the complex rules and regulations applicable to state, federal, and local agency contracts. With more than 14 years' experience in the A/E industry as Vice President of Finance and Accounting for Kimley-Horn and Associates, Purvine also serves as Chair of ACEC's Audit Subcommittee. He works closely with AASHTO and FHWA to address issues related to consistent application of the Federal Acquisition Regulations, revisions to the AASHTO Audit Guide, and related regulations and guidance, and led the team that developed these training courses for the National Highway Institute on the implementation and use of the AASHTO Audit Guide.



An expert in conducting overhead audits, **Diana DeWitt**, CPA, CCIFP, works with construction contractors, architects, engineers and government contractors to help them understand how overhead rates work, and how to maximize compensation. Diana is a member of Gross Mendelsohn's Construction & Real Estate Group.

She is a frequent speaker on overhead rates and technology topics. Diana is an instructor for several National Highways Institute seminars, speaking on the AASHTO Audit Guide. Diana is the chairperson of the Maryland Association of CPAs' Technology Committee and the chairperson of their Government Contractors Committee. She is a member of the American Council of Engineering Companies/Maryland's Small Business Enterprise Committee.

*Presenters subject to change*



# Mysteries of the FAR Revealed: Using the AASHTO Audit Guide

## Curriculum Summary

### COURSE 1 –

#### Indirect Cost Rates: Development

- Employing appropriate requirements, concepts, and tools necessary to develop and apply indirect cost rates to A/E contracts.
- Describing the required components of compliant internal controls.
- Preparing an appropriate analysis necessary to demonstrate the reasonableness of compensation.
- Interpreting and applying Federal and State laws, regulations, policies and procedures.
- Explaining various components of the external oversight framework including ethics, dispute resolution, and the FHWA function.
- Comparing and distinguishing between contract types and implications on account costing and billing.

### COURSE 2–

#### Indirect Cost Rates: Auditing and Oversight

- Performing audit functions related to the planning, performance, or oversight of A/E consultant indirect cost rate audits.
- Determining and attesting to A/E consultant compliance with applicable guidance and/or requirements.
- Discussing how State DOTs will use the CPA Workpaper Review Program (AASHTO Audit Guide Appendix A) to evaluate audits performed by CPAs.
- Identifying and applying appropriate audit tools and techniques as specified in the AASHTO Audit Guide.
- Describing the components of a complete audit report and how to evaluate the report presentation.
- Assessing various components of the State DOT's oversight and risk management framework.
- Reviewing the FHWA's roles and responsibilities in its stewardship and oversight of Federal-Aid funds related to procurement of A/E design services and administration of related agreements.



## Mysteries of the FAR Revealed: Using the AASHTO Audit Guide — *Actionable Steps and Course Takeaways*

### *When completed, attendees will have learned how to:*

- Promote a uniform interpretation and consistent application of Federal Acquisition Regulations (FAR) in A/E Contracting
- Increase compliance with federal rules and regulations governing audits of A/E contracts
- Improve the quality of overhead cost rate audits
- Use audit information in A/E contract procurement and administration
- Understand and adopt an appropriate risk management framework

## **REGISTER TODAY!**

Visit <http://www.acec.org/education/seminars/> or complete and fax/mail Registration Form.

# Mysteries of the FAR Revealed: Using the AASHTO Audit Guide A Two-Part Series

SACRAMENTO, CA • SEPTEMBER 21-24, 2015

— Please type or print all information below —

## Individual Attendee Information

(For multiple attendees, please attach separate copies of this form.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name for Badge: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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### Pay by CHECK:

Please make check payable to ACEC/Education Programs and send with this completed form to:

**American Council of Engineering Companies**  
**Attn: Business Resources & Education**  
**1015 15<sup>th</sup> St., NW, 8<sup>th</sup> Floor**  
**Washington, DC 20005-2605**

**Or FAX to 202-789-7220 (secure)**

## Location:

Department of Transportation IT Building  
1500 5th Street  
Sacramento, CA 95814

## Attendees Summary by Course:

### COURSE 1 • SEPTEMBER 21-22, 2015

#### Indirect Cost Rates: Development

Private Sector Attendees: \_\_\_\_ at \$795 = \$ \_\_\_\_\_

Public Sector Attendees: \_\_\_\_ at \$495 = \$ \_\_\_\_\_

### COURSE 2 • SEPTEMBER 23-24, 2015

#### Indirect Cost Rates: Auditing and Oversight

Private Sector Attendees: \_\_\_\_ at \$795 = \$ \_\_\_\_\_

Public Sector Attendees: \_\_\_\_ at \$495 = \$ \_\_\_\_\_

#### Sub Totals:

\_\_\_\_ at \$495 = \$ \_\_\_\_\_

\_\_\_\_ at \$795 = \$ \_\_\_\_\_

Total number of registrants: \_\_\_\_\_

Total Fees: \$ \_\_\_\_\_

## Refunds, Credits, Substitutions and Cancellations

For cancellations received by ACEC at least 30 days before the program date, ACEC will issue a full refund of registration fees, less a \$100 administration fee. For cancellations received by ACEC between 29 and 15 days before the program date, ACEC will issue credits toward future ACEC education seminars. Credits are valid for six months toward any ACEC course. For cancellations received by ACEC 15 days or less before a program date, ACEC will issue no refunds or credits. In addition, ACEC will issue no refunds or credits for "no-shows." Substitute attendee registrations may be made at any time.

FOR ADDITIONAL INFORMATION:

Visit [www.acec.org](http://www.acec.org), e-mail to [Education@acec.org](mailto:Education@acec.org), or call 202-347-7474, ext. 338.



# Mysteries of the FAR Revealed: Using the AASHTO Audit Guide A Two-Part Series

SAN DIEGO, CA • JANUARY 11-14, 2016

— Please type or print all information below —

## Individual Attendee Information

(For multiple attendees, please attach separate copies of this form.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name for Badge: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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**1015 15<sup>th</sup> St., NW, 8<sup>th</sup> Floor**

**Washington, DC 20005-2605**

**Or FAX to 202-789-7220 (secure)**

## Location:

Kleinfelder

550 West C Street, Suite #1200

San Diego, CA 92101

## Attendees Summary by Course:

### COURSE 1 • JANUARY 11-12, 2016

#### Indirect Cost Rates: Development

Private Sector Attendees: \_\_\_\_ at \$795 = \$ \_\_\_\_

Public Sector Attendees: \_\_\_\_ at \$495 = \$ \_\_\_\_

### COURSE 2 • JANUARY 13-14, 2016

#### Indirect Cost Rates: Auditing and Oversight

Private Sector Attendees: \_\_\_\_ at \$795 = \$ \_\_\_\_

Public Sector Attendees: \_\_\_\_ at \$495 = \$ \_\_\_\_

#### Sub Totals:

\_\_\_\_ at \$495 = \$ \_\_\_\_

\_\_\_\_ at \$795 = \$ \_\_\_\_

Total number of registrants: \_\_\_\_\_

Total Fees: \$ \_\_\_\_\_

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