



FLORIDA STATE UNIVERSITY
INSTRUCTIONS FOR COMPLETING SCHEDULE A



1. **Work in Progress:** Work in Progress is calculated on the fees retained by the Applicant firm after payment to consultant firms. Fees received by the applicant firm in its capacity as a consultant to other firms are also included. The PQS instructs the applicants to report the amount of fees remaining unearned for all active projects. (See the PQS instructions for complete requirements.) Verify that the applicants' calculations are correct and enter the appropriate data on Schedule A.
2. **Work on Hold:** Work substantiated as being "On Hold" by a letter from the project owner is identified, but the applicant does not include those projects in the "Work in Progress" calculations. If a letter from the owner is not provided, the amount identified in the "On Hold" column is included in the total with the active projects.
3. **Professional and Technical Employees:** Enter the number of employees reported by the Applicant in the appropriate column. Verify that the number is substantiated by the list provided with the proposal and that only professional and technical employees are included.

4. **Dollars Per Person:** Dollar volume per person is calculated as follows:

$$\frac{\text{Total Work (from Item 1 "Work in Progress")}}{\text{\# of professional \& technical employees (from Item 3)}} = \text{Dollars per Person}$$

5. **Volume of Florida State University Work:** The amount of fees for work contracted by the Florida State University, excluding any fees assigned to consultants, are considered at the following rates as of July 1 for the period noted. Fees received by the Applicant firm in its capacity as a consultant to other firms are not included. The date of the architect/engineer agreement determines the applicable period.

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|--|-----------------|
| 1) From July 1 to current date | 100% of the fee |
| 2) For the first year past (July 1 - June 30) | 80% of the fee |
| 3) For the second year past (July 1 - June 30) | 60% of the fee |
| 4) For the third year past (July 1 - June 30) | 40% of the fee |
| 5) For the fourth year past (July 1 - June 30) | 20% of the fee |

The total fee considered is the sum of 1-5 above.

6. **Dollars Per Person FSU:** Dollar volume per person FSU is calculated as follows:

$$\frac{\text{Volume of FSU Work}}{\text{\# of Professional \& Technical Employees}} = \text{Dollars Per Person FSU}$$

7. **Location:** The actual highway distance of the applicant from the project is entered under "Location." The official State of Florida mileage calculator can be found on the Department of Transportation web site at <http://www3.dot.state.fl.us/mileage/>.

8. **Past Performance:** For each selection, the current University rating must be entered for those applicants having done work for the Florida State University within the previous three (3) years. Where no performance data are on file for the applicant, the applicant is assigned a score which represents the average of all current FSU evaluations on file.