



## Criminal Justice Grants CONSULTANT RATE JUSTIFICATION APPROVAL FORM

Email completed form to: [CJgrants@fdle.state.fl.us](mailto:CJgrants@fdle.state.fl.us)

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), limits the rate of pay for consultants to a maximum of \$81.25 per hour, or \$650 per day. Any consultant rate above this threshold requires pre-approval by FDLE's Criminal Justice Grants (CJG) and DOJ's Office of Justice Programs. The information submitted in this form, and in any applicable attachments, will be used to seek federal approval of the proposed consultant rate.

Failure to obtain approval for consultant rates in excess of the federal threshold prior to expending funds is at the Recipient's risk. If the consultant rate is not approved, costs in excess of \$81.25 per hour, or \$650 per day, will be disallowed on any reimbursement request.

**NOTE:** For the purposes of CJG awards, a consultant is defined as an individual, or private organization, who provides services that are generally acquired to obtain information, advice, opinions, alternatives, conclusions, recommendations, training, studies, and/or evaluations for benefit of the Recipient.

### Section I: General Information

Select Program:

Award Number:

Recipient Name:

Consultant Name:

Total Contract Cost:

Consultant Rate:

Total # of Hours:

Consultant Type:

### Section II: Procurement Method

The consultant named above was selected using the following procurement method:

- (1) Competitive Bidding Process with at least two responses was conducted.

Date Posted:

Date Closed:

# of Responses:

- (2) The consultant was selected as a "sole source", specifically:

- (a) The service provided by the consultant is only available through said consultant.
- (b) An emergency does not allow for a delay resulting from a competitive bidding process.
- (c) Competition was determined to be inadequate after a competitive bidding process.

- (3) The consultant was selected from a state or alternate source contract.

Contract Source:

Contract #:

### Section III: Rate Justification

Provide a brief description of the problem and describe how the consultant will address the issue.

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**CONSULTANT RATE JUSTIFICATION APPROVAL FORM (continued)**

List any specialized skills required for this project or service (i.e. IT, legal expertise, training, etc.)

Describe the results of market research that concludes the proposed rate is reasonable and consistent for the consultant.

List prior instances when this consultant was paid a similar hourly rate.

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## CONSULTANT RATE JUSTIFICATION APPROVAL FORM (continued)

### Section IV: Required Documentation

#### General Information

Documentation for the results of market research that conclude the rate is reasonable and consistent for the consultant and services provided.

Proposed agreement between the recipient and the consultant which details the scope of work/services, dates of service, and the hourly/daily rate.

Resume of curriculum vitae (CV) for each individual consultant whose rate exceeds \$650/day (\$81.25/hour).

Documentation from prior instances when a similar rate has been charged or paid to the consultant.

Documentation showing the requested rate coincides with the consultant's regular salary (i.e. paystub).

Completed Sole Source Justification Form

**OPTIONAL: Describe any other important information about the consultant such as lists of publications, honors received, advanced experience as a practitioner, advanced training related to the focus of the project, letters of reference, and/or any unique circumstances which you feel should be considered during the selection process.**

### Section V: Conflict of Interest Certification and Signatures

#### Conflict of Interest Statement

By signing below, I certify there is no conflict of interest between the Recipient and the proposed consultant. I also attest the Excluded Parties List ([www.sam.gov](http://www.sam.gov)) was checked and the proposed consultant is not suspended or debarred from receiving federal funds. Finally, I certify this consultant procurement complies with federal, state, and local laws and regulations.

#### Signatures

I affirm the information on this form and within the attached documents is true and correct to the best of my knowledge. I understand that any funds expended for this consultant is at the Recipient's own risk until approval is received from Criminal Justice Grants and the U.S. Department of Justice, Office of Justice Programs. I acknowledge that if this request is not approved, the Recipient organization may only be reimbursed for consultant rates at a max of \$81.25/hour. The difference in the rate for consultant services will be the responsibility of the Recipient organization.

**Signature:**

**Title:**

**Printed Name:**

**Date:**

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**THIS SECTION IS FOR CJG USE ONLY**

CJG CONSULTANT RATE REVIEW AND APPROVAL
<b>Grant Specialist B Review</b>
<p>Responses to each question appears to be adequate and appropriate.</p> <p>All required documentation has been provided and reviewed.</p> <p>This form has been emailed to the GAIL responsible for the federal program on _____.</p> <p>The Recipient has been notified their request will be moved forward for DOJ approval on _____.</p> <p>Additional Comments:</p>  <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><b>GSB Signature:</b></div><div style="width: 45%;"><b>Date:</b></div></div>
<b>GAIL Review</b>
<p>Federal GAM # _____ was submitted to DOJ on _____.</p> <p>DOJ decision was received on _____ and the proposed consultant rate is:</p> <div style="display: flex; justify-content: space-around;"><div style="width: 45%;"><p>Approved</p></div><div style="width: 45%;"><p>Denied</p></div></div> <p>AmpliFund amendment processed to clear withholding condition for consultant rate.</p> <p>AmpliFund budget amendment to change consultant rate to allowable rate for a denial.</p> <p>Additional Comments:</p>  <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><b>GAIL Signature:</b></div><div style="width: 45%;"><b>Date:</b></div></div>