MoDOT Financial Prequalification Cover Sheet

Name of Company:	
Contact Person Name:	
Contact Person Email Address:	
Company Address:	
Phone Number:	
Top Executive Name & Title:	
Top Executive Email Address:	
Top Executive Phone Number:	

Company's Fiscal Year End ***(mm/dd/yyyy)***:	
Annual Gross Revenues ***(most recent completed Fiscal Year)***:	
Annual Gross Expenditures ***(most recent completed Fiscal Year)***:	
Company's Home State:	
Number of Full Time (FTE) employees:	
Number of states company operates in:	
Changes to organizational structure ***(if yes, please explain)***:	
Explain your firms depreciation method. ***(Bonus and Section 179 depreciation <u>is unallowable and must be removed from the overhead)</u>***:	

Financial Prequalification Required Documentations

Forms are location on the MoDOT - Consultant Services - Consultant Prequalification Requirements

http://contribute.modot.mo.gov/business/consultant_resources/consultant_prequalification_requirements.htm

1) Overhead rate is audited by a state DOT, federal agency or an Independent CPA

PROVIDE:

Overhead rate audit report

If applicable, a copy of the state DOT or federal agency cognizant letter

OR

1) Overhead rate is not audited-

PROVIDE the following financial statements:

Amounts listed on the overhead must be traceable to the financial statements.

a) Detailed overhead rate schedule to include FAR references to define unallowable costs

b) Income Statement

c) General Ledger or Trial Balance

d) Tax Return

e) Any additional financial documents used to prepare the overhead rate schedule

If a related party rent situation exists

PROVIDE

f) Related Party Rent worksheet

g) Related Party's tax return - depreciation amortiziation schedule

2) Executive Compensation

3) Contractor Cost Certification

4) Internal Control Questionnaire (ICQ) - include all documents requested in the ICQ