

SUMMARY INFORMATION SHEET

Name of Company: _____
Contact Person: _____
Company Address: _____

Phone Number: _____
Fax Number: _____

Company's Fiscal Year End: _____
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: _____

Overhead Rate Information: (please check one)

- Overhead rate is audited by state DOT or federal agency (please provide latest audit)
- Overhead rate is audited by CPA (please provide latest audit)
- Home state has issued a cognizant letter along with audit report (please provide overhead rate audit and cognizant letter)
- Overhead rate is not audited but detailed overhead rate schedule has been developed. (Please provide overhead rate schedule, income statement, balance sheet, general ledger account balances, tax returns and any other pertinent financial information that supports the overhead schedule)

Pending FHWA Approval

- MoDOT one year provisional rate. (The provisional overhead was developed for firms who do not have a calculated FAR overhead schedule. Firms opting to use the provisional rate must begin to compile a full fiscal year of actual costs to develop a FAR overhead schedule to be used in the next financial prequalification package). Attach letter stating acceptance by your firm to use the MoDOT provisional overhead rate.

Executive Compensation (please check one)

- Compensation Analysis submitted and on file with home state
Provide: Contact name & phone number of home state representative
- Compensation Analysis completed, not filed with home state, but provided to CPA firm completing overhead audit
Provide: Acknowledgement from CPA that the compensation analysis was provided and the CPA firm has reviewed it for compliance with the requirements contained in the AASHTO Uniform Audit and Accounting Guide.
- Compensation Analysis completed but not provided to either the home state or a CPA firm
Provide: Provide: Compensation analysis to MoDOT along with executive pay table.
- Compensation Analysis not completed
Provide: a table showing the position titles of all the executives, total wages paid including taxable fringe benefits, and total bonuses paid.