How-To-Tutorial for MoDOT’s Consultant Prequalification Process
MoDOT’s has developed an Annual Financial Pre-Qualification process to ensure design consultants are in compliance with the state and federal regulations making business with MoDOT easier.
Requirements for consulting firms providing professional services

After January 1, 2013, prime consultants without a valid prequalification status will not be considered for architectural, engineering or land surveying RFQ opportunities.

Consultants are required to maintain any licenses or certifications listed in the prequalification package.

- Engineering related services provided by consultants doing business with MoDOT must meet the Prequalification Standards for MoDOT and Local Public Agency (LPA) contracts.

- Consulting firms must be qualified in the following areas:
  - Legal status
  - Accounting system
  - Capabilities
  - Specific technical experience
  - Licensing
Benefits of the pre-qualification

- Ensures compliance with the Federal Acquisition Regulations (FAR), which will make it easier to do business with MoDOT.
- Ensures that Consulting firms are qualified to perform specific contracting services.
- Quicker turn around time by MoDOT staff for contracts exceeding $100,000.
Overview of Pre-Qualification submittal

The first thing consultants have to do is submit a complete pre-qualification package to MoDOT and receive approval to obtain prequalification status.

When:
Consultants should submit their pre-qualification package when their financial information reflects the most recent complete fiscal year and must be submitted no later than six months after the close of that fiscal year.

For example, the ABC Consulting firm’s pre-qualification expiration date is June 30, 2011. ABC submits its complete pre-qualification package to MoDOT on or before April 15, 2012. Submitting a timely pre-qualification package ensures enough time to review the materials without ABC losing its prequalification status.
Step 1 - Statement of Qualification document

Step 2 - Secretary of State – Registered to do business in MO Certification of Good Standing

Step 3 -
- E-Verify Memorandum of Understanding (MOU) between your firm and the Department of Homeland Security. The MOU must include your firm’s and DHS signatures to be valid (electronic signatures are accepted).
- Annual Worker Eligibility Verification Affidavit
Six-Step Pre-qualification Process

**Step 4** – Financial information
- 4-1 Summary Information Sheet with supporting documentation
- 4-2 Overhead Rate Information
- 4-3 Compensation Analysis
- 4-4 Management Representation and Certification Form
- 4-5 Internal Control Questionnaire with supporting documentation

**Step 5** – Basic Federal Aid Training
Information regarding scheduled training may be found on MoDOT’s Local Public Agency website.
http://www.modot.mo.gov/business/lpa/cert_train.htm

**Step 6** – Bridge Consultants Only – Bridge experience profile and personal bridge experience form must be completed. Information and forms may be found on MoDOT’s Consultant Services webpage.
http://www.modot.mo.gov/business/lpa/BridgeForms.htm
Let’s Get Started

Go to www.modot.gov
MoDOT & LPA Engineering Consultant Invoicing Requirements

The new LPA and MoDOT engineering consultant invoices are now required to be used. This requirement went into effect July 1, 2012. MoDOT has developed an Excel version of the invoice to replace the old Word version that was previously used. The new versions are currently available on MoDOT’s website and can be found as listed below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Invoice</th>
<th>Checklist</th>
<th>Location on MoDOT’s Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoDOT Consultant Invoice</td>
<td>Fig. 134.5.1.1</td>
<td>Fig. 134.5.1.2</td>
<td>EPG 134</td>
</tr>
<tr>
<td>MoDOT On-Call/Hourly Rate Invoice</td>
<td>Fig. 134.5.1.3</td>
<td>Fig. 134.5.1.4</td>
<td>EPG 134</td>
</tr>
<tr>
<td>LPA Consultant Invoice</td>
<td>Fig. 136.4.10</td>
<td>Fig. 136.4.18</td>
<td>EPG 136/LPA Manual Chapter 4</td>
</tr>
</tbody>
</table>

CLARIFICATION: For all existing contracts that have been previously invoiced (prior to July 1, 2012), the consultant only needs to show information on the current phase of the contract in the Progress Report section of the invoice. For example (see example below), if a consultant has completed preliminary plans, right of way plans, final plans, and is currently working on construction inspection; the invoice only needs to show the history on the construction inspection phase since that is the current phase of work.

For all new contracts that have not been previously invoiced (as of July 1, 2012), all information in the invoice must be filled out.

EXAMPLE (for existing projects only): Section 4: Progress Report - % Complete & DBE

<table>
<thead>
<tr>
<th>Task</th>
<th>Total Budgeted</th>
<th>Total Expended to Date</th>
<th>Percent Expended (Budgeted/Expended)</th>
<th>Estimate % Task Complete (Deliverables)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 - Preliminary Plans</td>
<td>completed</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Task 2 - Right of Ways Plans</td>
<td>completed</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
**Prequalification Processes:**

- Standard Prequalification Process
- Hourly Rate Prequalification Process
- Approved Consultant Prequalification List
- Certification/Training
- Bridge Forms
Standard Prequalification Process

The Missouri Department of Transportation (MoDOT) is performing financial prequalifications for engineering, architectural and land survey consultants who wish to provide professional services to MoDOT and the Local Program projects (city/county projects) utilizing federal funds.

The prequalification process was developed to comply with new AASHTO Guidelines published in the Uniform Audit & Accounting Guide-2010 Edition, which is a tool to assist firms with compliance of Code of Federal Regulations, Title 23 (23 CFR). This process also ensures MoDOT and Local Program projects are in compliance with state regulations.

MoDOT requires all consultants adhere to the guidelines set forth by the Department before being considered a pre-qualified consultant. These guidelines will give you the information you need to submit a complete pre-qualification application. Your firm will continue to be eligible to provide professional services to MoDOT and the Local Program. However, you will need to begin the prequalification process.

The next page will guide you through the Standard Prequalification process. **Click here to begin.**
Step 1: Statement of Qualifications

PROVIDE:
A copy of your Certificate of Good Standing from the Missouri Secretary of States Office.
The submittal of the SF 254 or SF 330 Part II allows your firm to be added to the Design Consultant Distribution list, which electronically notifies participants of newly posted solicitations. Your firm will need to provide either the SF 254 or the SF330 Part II. Both forms are not necessary.

You may also contact Sandra.Riley@modot.mo.gov to be added to the list.

Solicitations may be found on MoDOT’s Home Page under Programs and Services – Consultant Services – Solicitation (RFQ) Opportunities.
Step 2: Secretary of State – Certificate of Good Standing

PROVIDE:
A copy of your Certificate of Good Standing from the Missouri Secretary of States Office.
Step 3: E-Verify

PROVIDE:
A copy of the Annual Worker Eligibility Verification Affidavit and at a minimum, the 1st page and signature page(s) of the E-Verify MOU.
Step 4: Financial Information – 4-1 Summary Information Sheet

Standard Prequalification Process – Step 4

Financial Information

For assistance in completing the following financial documents, refer to the Helpful links or direct questions to External Audits at (573) 751-7446.

Financial information should reflect the most recent completed fiscal year and must be submitted no later than six months after the close of that fiscal year.

1. Summary Information Sheet

If your firm's overhead rate is **not audited**, please submit the following documents:
   a. overhead rate schedule
   b. income statement
   c. balance sheet
   d. general ledger account balances
   e. tax returns
   f. any other pertinent financial information that supports the overhead schedule

2. Overhead Rate Information - Sample Format
   List of Common Unallowable Costs

3. Instructions for Compensation Analysis
   If your firm has **not completed** a compensation analysis, submit a table showing the position titles of all the executives, total wages paid including taxable fringe benefits, and total bonuses paid.

Helpful Links

| AASHTO Uniform Audit & Accounting Guide |
| Federal Acquisition Regulations |
| Instructions for Submitting Overhead Rate Information |
| List of Common Unallowable Costs |
| Instructions for Completing the ICQ - Please consult your accountant or call External Audit at (573) 751-7446 for assistance to complete this form |
| Federal Order 4470.1A - Establish Indirect Cost on Engineering Design-Related Services |
| National Compensation Matrix |
Indirect cost or **overhead** is the normal cost of doing business, such as office rent, utilities, insurance, accounting, and legal expenses. Indirect cost or overhead do not include the cost of any goods sold that directly relate to the products or services for sale.

MoDOT recommends that all consultants use a computer-based accounting program with an integrated database. This type of system allows consultants to provide accurate and complete job cost information.

**NOTE:**
You are required to submit your pre-qualification package within six months of the fiscal year end for as long as your firm would like to maintain a valid prequalification Status.
The overhead rate schedule must be prepared in accordance with the Federal Acquisition Regulations (FAR), 48 CFR Part 31, and clearly show adjustments to remove unallowable costs.

Listing of Common Unallowable Costs (EPG Fig. 134.6.1.1)
A sample overhead schedule may be found in the ASSHTO Audit Guide Chapter 5 and see Helpful links for a link to the common unallowable costs.
More detail overhead preparation information can be found in the AASHTO Uniform Audit and Accounting Guide available at the AASHTO website http://audit.transportation.org/Documents/UNIFORM%20AUDIT%20AND%20ACCOUNTING%20GUIDE%202010.pdf.
There are five types of indirect cost (Overhead Rate) Submittals:

1. Overhead rate is audited by state DOT or federal agency
2. Overhead rate is audited by CPA
3. Home state issued cognizant letter along with the audit report
4. Overhead rate is not audited but detailed overhead rate schedule has been developed
5. MoDOT one year provisional rate
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: 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.
Step 4-2 Financial Information – Overhead Rate Information (cost of doing business)

1. Overhead rate is audited by state DOT or federal agency.

PROVIDE:
Latest audit

NOTE:
Audit staff may request additional financial information to verify the information contained in the audit report. Audit staff may review the working papers prepared by the CPA to support the audit report.
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: 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.
2. Overhead rate is audited by CPA

**Audit Report**
A written opinion of an independent certified public accountant that a company's Financial statements are a fair representation of the company's financial performance and financial position. The auditor's report is required for each corporation whose stock is publicly-traded.

**Audited Financial Statements**
Financial statements that bear the report of independent auditors attesting to the financial statements' fairness and compliance with generally accepted accounting principles.

**The audit letter will contain language similar to the following:**
“The accompanying statement was prepared on a basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulations (FAR) and is not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America.”

Source: Accounting Coach
Step 4-2 Financial Information – Overhead Rate Information (cost of doing business)

2. Overhead rate is audited by CPA - continued

PROVIDE:
Latest audit

NOTE:
Audit staff may request additional financial information to verify the information contained in the audit report. Audit staff may review the working papers prepared by the CPA to support the audit report.
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: 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.
3. **Home state issued cognizant letter along with audit report:**

The term "cognizant approved indirect cost rate" refers to the indirect cost rate established by an audit performed in accordance with GAGAS to test compliance with the FAR cost principles (as specified in 48 CFR 31) and accepted by a cognizant Federal or State agency.

The law requires the cognizant agency to be either a Federal or State government agency (as defined in 23 CFR 172.3).

**PROVIDE**

- Cognizant Letter from state/federal agency
- Audited Overhead Schedule and audit report
- Cognizant agency's accepted Overhead Schedule adjusted to conform with MoDOT rules and regulations
- Cognizant agency’s Overhead Schedule acceptance letter (Letter of Concurrence)

*A letter from another state/federal agency is not a cognizant letter if it contains the following terms: Pending - Reviewed – Provisional - Intended only for the use of ...*
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)
[Red Box]
_____ 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: 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.
Step 4-2 Financial Information – Overhead Rate Information (cost of doing business)

4. Overhead rate is not audited but detailed overhead rate schedule has been developed

If the firm **does not have an overhead rate audit issued by either a state/federal agency or a CPA firm**, it must provide a detailed FAR compliant overhead schedule based on the most recently completed fiscal year’s actual costs along with the following supporting financial documents:

- overhead rate schedule
- income statement
- balance sheet
- general ledger account balances
- tax returns
- any other pertinent financial information that supports the overhead schedule

For questions regarding the overhead rate submission, please contact Audits and Investigations Division, 573-751-7446.
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: 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.
5. MoDOT one year provisional rate

The provisional overhead rate was developed for firms who do not have one year of detailed actual costs to develop an overhead schedule. This rate is valid for one year. Firms opting to use the provisional rate must begin to compile actual costs to develop an overhead schedule to be used in the next year.

**PROVIDE:**
Letter stating acceptance by firm to use the MoDOT’s provisional overhead rate.
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: 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.
Total compensation generally includes allocable and allowable wages, salaries, bonuses, deferred compensation, and employer contributions to defined contribution pension plans. Individual elements of compensation must be reviewed for allowability in compliance with the FAR.

FAR 31.205-6 distinguishes between allowability and reasonableness of compensation. It lists specific requirements for the allowability of certain elements of compensation. For an element of compensation to be allowable, it must meet the FAR requirements specific to that element. The total of all allowable compensation elements must be reasonable for the work performed.

The consultant should prepare a compensation analysis. The consultant must disallow costs in excess of the amount deemed reasonable as determined by the compensation study.

Additional information may be found in the AASHTO Uniform Audit & Accounting Guide (2010 Edition) Chapter 7/Compensation.
1. Compensation Analysis submitted and on file with home state.

**PROVIDE:**
Contact name and phone number of home state representative.

2. Compensation Analysis completed, not filed with home state, 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.
3. Compensation Analysis completed, not filed with home state, 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.

4. Compensation Analysis completed but not provided to either the home state or a CPA firm.

**PROVIDE**
Compensation analysis to MoDOT along with executive pay table.

5. Compensation Analysis not completed

**PROVIDE**
Submit a table showing the position titles of all the executives, total wages paid including taxable fringe benefits, and total bonuses paid.
We are providing this letter in connection with the overhead rate, financial information, internal control questionnaire and other information provided to the Missouri Department of Transportation for the purpose of establishing an acceptable overhead rate calculated in accordance with the Federal Acquisition Regulations. We confirm we are responsible for the information provided.

I, the undersigned, attest that the Schedule of Indirect Costs or Overhead Rates and all related schedules have been prepared in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR). The above-mentioned schedules and related documentation do not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR, Part 31.

All known material transactions or events that have occurred affecting the firm’s ownership, organization and indirect cost rates have been disclosed. The undersigned recognizes that the information is submitted for the express purpose of allowing the Missouri Department of Transportation to administer contract(s) with the above named firm. I attest that the information submitted is true, accurate and complete.

Print Name

Official Signature

Date

Title

Telephone Number
- FHWA Policy on Contractor Certification of Costs in accordance with Federal Acquisition Regulations (FAR) to Establish Indirect Cost Rates on Engineering and Design-related Services Contracts dated October 27, 2010.

- Policy requires consultant and contractor certification of the cost used to establish indirect cost rate for application to Federal-aid engineering and design-related services contracts.

- The requirement apply to all prime and sub-consultants.
Step 4-5 Financial Information – Internal Control Questionnaire (ICQ)

AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers

This is one of the most important documents in the pre-qualification package. If not completed correctly by answering all of the questions or does not include requested documents (i.e. policies, sample timesheet...), the firm’s pre-qualification approval may be delayed or suspended.

If you are unsure about how to answer the questions, seek assistance from your CPA or call MoDOT’s Audits and Investigations Division at 573-751-7446.

Provide: A completed signed copy of the ICQ
After completing the pre-qualification package, review the checklist to ensure all the required documents have been included in the submission.

Electronic submissions are preferred.
Step 4 Financial Information – Overhead Rate Information (cost of doing business)

My financial pre-qualification package has been sent to MoDOT

What happens next?

Once the pre-qualification package has been received, the documents are reviewed by MoDOT’S Audits and Investigations Division and the firm is issued an accepted overhead rate that must be used on MoDOT and LPA contracts.

The Approved Annual Financial Pre-qualification Approval List may be viewed at the MoDOT Consultant Services – Consultant Pre-Qualification Requirements.

This list includes your firm’s expiration dates for the pre-qualification, E-Verify, and Federal Aid Basic Training.
Consultant Prequalification Requirements

Consultant Home | Engineering Services Policy | Solicitation (RFQ) Opportunities | Consultant Prequalification Requirements | Sub-Consultant Requirements | Display Enter

Forms & Documents

Prequalification Processes:

- Standard Prequalification Process
- Hourly Rate Prequalification Process
- Approved Consultant Prequalification List
- Certification/Training
- Bridge Forms
Pending indicates the firms' Pre-qual Package is being reviewed by MoDOT’s Audit Division.

### Approved Annual Financial Pre-Qualification List

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>City</th>
<th>State</th>
<th>Pre-Qual Expiration Date</th>
<th>MoDOT E-Verify Expiration Date</th>
<th>DBE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECOM Technical Services, Inc.</td>
<td>Chicago</td>
<td>IL</td>
<td>pending</td>
<td>6/6/13</td>
<td>N</td>
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<tr>
<td>ABNA Engineering, Inc.</td>
<td>St. Louis</td>
<td>MO</td>
<td>9/30/12</td>
<td>1/17/13</td>
<td>Y</td>
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<tr>
<td>Access Engineering, LLC</td>
<td>St. Louis</td>
<td>MO</td>
<td>pending</td>
<td>10/25/12</td>
<td>Y</td>
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<tr>
<td>Affinis Corporation</td>
<td>Overland Park</td>
<td>KS</td>
<td>3/7/13</td>
<td>11/14/12</td>
<td>N</td>
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<tr>
<td>AFRAM Corporation</td>
<td>St. Louis</td>
<td>MO</td>
<td>pending</td>
<td>1/6/13</td>
<td>Y</td>
</tr>
<tr>
<td>Allgeier, Martin &amp; Associates, Inc.</td>
<td>Joplin</td>
<td>MO</td>
<td>pending</td>
<td>6/14/13</td>
<td>N</td>
</tr>
</tbody>
</table>
LPA Basic Training:
http://www.modot.mo.gov/business/lpa/cert_train.htm

This class covers the basics of consultant selection procedures, record keeping, contract administration and billing followed by a short exam. All local public agencies must have a full time public employee or an elected official, who has taken and passed the course, to serve as an LPA Project Qualified Person in Responsible Charge by the end of 2012. Consulting firms are also required to have at least one employee qualified through this training and are strongly encouraged to qualify all their project managers.

MoDOT and the Federal Highway Administration (FHWA) will be offering additional training classes designed to meet these Person in Responsible Charge requirements.
Consultant interested in providing bridge related services will need to complete the Bridge forms located on the Consultant Services webpage under the Consultant Pre-qualification Requirements tab.
Bridge Experience Profile (PDF)

Bridge Experience Profile (Word)

Personal Bridge Experience Record (PDF)

Personal Bridge Experience Record (Word)

Consultant Bridge Time/Cost Card (PDF)

Consultant Bridge Time/Cost Card (Word)

Submit completed form(s) to:
Missouri Department of Transportation
Bridge Division
P.O. Box 270
105 W Capitol
Jefferson City, MO 65102-0270

Electronic submissions may be emailed to:
Stacy.McMillan@modot.mo.gov
My firm only provides services as a sub-consultant. Do I need to complete the pre-qualification package?

No, however you must comply with state and federal requirements and if your firm routinely provides sub-consultant service >25,000, MoDOT encourages firms to become pre-qualified to ensures compliance with the Federal Acquisition Regulations (FAR), which will make it easier to do business with MoDOT.
1. Registered to do business in Missouri through Secretary of State’s Office and that the sub-consultant firm has a Certification of Good Standing.

2. Participates in the federal work authorization program known as E-Verify and completes an Annual Worker Eligibility Verification Affidavit.

3. Completes a Management Representation and Certification Form.

Sub-consultant cost estimate requirements:

- **If >25K** that a detailed cost plus fixed fee estimate and an overhead rate breakdown and supporting documentation.

- **If < 25K** a proposal letter stating the methodology of how the estimate of costs for the services were developed.
THE END - Thank you

Contacts:
Jerica Holtsclaw - 573-526-8484
MoDOT Design Division

Audits and Investigation Division
573-751-7446