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 Documentation

Overhead rate is **<u>audited</u>** by a state DOT, federal agency or an Independent CPA

PROVIDE the following financial documents:

Overhead rate audit report

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

Overhead rate is **<u>not</u>** audited

Provide the following financial documents:

Amounts listed on the overhead must be traceable to the financial statements and tax return

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 amortization schedule

Required documents to be included with an audited or not audited overhead rate submission

Executive Compensation

Certification of Final Indirect Costs

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