

Audit of Office

395 John Ireland Blvd.
St. Paul, MN 55155

Dear Recipient:

In order for the MnDOT Office of Audit to perform a Pre-Award, we need the following items:

1. [Pre-Award Questionnaire](http://www.dot.state.mn.us/consult/documents/internal-training/paa-questionnaire.docx) – A brief set of questions regarding the most current company information.
2. The most recent financial statements
3. Sample of an Employee Timesheet
4. Sample of an Employee Expense Report
5. Fee Schedule and/or a Billing Rate Schedule, if applicable.
6. Most recent Fiscal Years Overhead Rate Development workpapers. We have created a list of [Common unallowable costs](http://www.dot.state.mn.us/consult/documents/internal-training/paa-common-unallowable-costs.docx) for your reference.
7. [Certification of Final Indirect Cost (Overhead) Rate](http://www.dot.state.mn.us/consult/documents/internal-training/Certification%20of%20Final%20Indirect%20Cost.pdf)
8. If applicable, Cognizant and/or Acceptance letters from other State DOT’s regarding the most current fiscal years overhead rate.

If this Pre-Award is in response to an RFP, the following information will need to be submitted:

1. A Cost Proposal. Please submit this in the Microsoft Excel format.

A Pre-Award is required for all sub-consultants listed in your cost proposal, if their costs are $10,000.00 or more; it is the Prime Consultant’s responsibility to coordinate their submittals.

The Pre-Award cannot be completed without all the information listed above. Missing information can delay the Pre-Award process therefore, it is important to provide all information for the Pre-Award at the time of submittal, including the sub-consultants information, if applicable.

If you have any questions regarding the Pre-Awards, please call Danielle Plocher at 651-366-4153.

Sincerely,

Danielle Plocher

Office of Audit

651-366-4153

Danielle.plocher@state.mn.us