

Audit Office

395 John Ireland Blvd.
St. Paul, MN 55155

Send this completed Memo, as an attachment, electronically, to Auditpreawards.dot@state.mn.us along with the Pre-Award package(s) and other require documentation.

If you have any questions regarding pre-awards and/or this form, please call or email Danielle Plocher at 651-366-4153.

Internal Memo

**TO:** Danielle Plocher

**FROM:** Sender's Name and MnDOT Office

**DATE:**

**SUBJECT:** Pre-Award Audit for Name of Consultant

Description of Project:

**Type of Pre Award Audit Requested (Pre-Qual, Master, Cost Proposal-RFP, Other):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MnDOT Contract Number:**

**Total Amount of Proposed Contract (Amount to include all costs: Prime and Subs): $**

**Total Funding:**

State: $

Federal: $

Total should match the ‘Total Amount of Proposed Contract’.

**Name of the Prime Consultant:**

Proposed Total Costs: $

Proposed Contract Type (Cost Plus Fixed Fee, Fixed Hourly Rate, Lump Sum, etc. See below):

**Name of the Sub-Consultant:**

Proposed Total Costs: $

Proposed Contract Type (Cost Plus Fixed Fee, Fixed Hourly Rate, Lump Sum, etc. See below):

**Name of the Sub-Consultant:**

Proposed Total Costs: $

Proposed Contract Type (Cost Plus Fixed Fee, Fixed Hourly Rate, Lump Sum, etc. See below):

**Name of Sub-Consultant:**

Proposed Total Costs: $

Proposed Contract Type (Cost Plus Fixed Fee, Fixed Hourly Rate, Lump Sum, etc. See below):

**Attachments to this Request:**

* All Pre-Awards (not including Master or pre-quals)
	+ Pre-Award Questionnaire
	+ Most Recent Financial Statements
	+ Timesheet Sample
	+ Expense Report Sample
	+ Fee Schedule and/or Billing Rate Schedule, if applicable
	+ Cost Proposal, If Applicable
	+ Most Recent Overhead Rate Development Workpapers
	+ Certification of Final Indirect Costs (Overhead) Rate
	+ Cognizant and/or Acceptance letters from other State DOT’s, if applicable.

If you have any questions regarding pre-awards and/or this form, please call or email Danielle Plocher at 651-366-4153 or Danielle.plocher@state.mn.us.