



Document Checklist & Revenue Certification

Section 1 - Required Documents for Financial Qualification Review

Complete the appropriate list below based on the type of Colorado Department of Transportation (CDOT) Master Pricing Agreement (MPA) review you are requesting. Sign and date at the bottom. Email all documents to: dot_audit@state.co.us.

Full MPA Reviews

<p><u>Indirect Cost Rate (ICR) Firms (1) - No Cog (2)</u> Document Checklist & Revenue Certification American Association of State Highway and Transportation Officials (AASHTO) Internal Control Questionnaire (ICQ) Certification of ICR Employee Listing (one in Excel and one as signed PDF) Payroll Registers Current Fiscal Year End ICR Audit Report or Compilation (3) Executive Compensation Analysis Post-Closing Trial Balance Financial Statements Sample Timesheet Bonus Policy Normal Cost of Ownership Schedule (if applicable)</p>	<p><u>ICR Firms (1) - With Cog (2)</u> Document Checklist & Revenue Certification AASHTO ICQ Certification of ICR Employee Listing (one in Excel and one as signed PDF) Payroll Registers Current Fiscal Year End Cognizant Review Letter Current Fiscal Year End ICR Audit Report</p> <p><u>Fee Schedule Firms (4)</u> Document Checklist & Revenue Certification AASHTO ICQ Employee Listing (one in Excel and one as signed PDF) Payroll Registers Invoices (at least three different, current non-CDOT projects)</p>
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Decoupled MPA Reviews

<p><u>Direct Salary Rate (DSR) Only Reviews</u> Document Checklist & Revenue Certification AASHTO ICQ Employee Listing (one in Excel and one as signed PDF) Pay Raise Certification (if applicable) Payroll Registers Executive Compensation Analysis</p>	<p><u>ICR Only Reviews</u> Document Checklist & Revenue Certification AASHTO ICQ Certification of ICR Employee Listing (one in Excel and one as signed PDF) Current Fiscal Year End Cognizant Review Letter (if applicable) Current Fiscal Year End ICR Audit Report or Compilation (3) Executive Compensation Analysis Post-Closing Trial Balance Financial Statements Sample Timesheet Bonus Policy Normal Cost of Ownership Schedule (if applicable)</p>
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- (1) Firms that have a Federal Acquisition Regulation (FAR)-compliant ICR.
- (2) A "Cog" is a cognizant review letter.
- (3) Firms with CDOT project revenue (as prime consultant and subconsultant) of \$500k or more in the previous fiscal year must have a FAR ICR Audit Report.
- (4) Fee Schedule status must be approved by the CDOT Audit Division.

Section 2 - Nature of Revenue As Prime Consultant and Subconsultant, Less Pass-through Funds

<p><u>Revenue Earned From:</u> CDOT Projects Other Customers Total Company Revenue</p>	<p><u>Percentage of Revenue Earned From:</u> DOT-Related Projects Non-DOT Governmental Projects Private/Commercial Projects Total Percentage of Revenue</p>
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Section 3 - Certification

I certify that I have provided all the required documents indicated above and have completed this form in its entirety. To the best of my knowledge, the information provided is complete and accurate.

Company Name

Certifier's Name

Signature

Certifier's Title

Date