



Document Checklist & Revenue Certification

Section I - Required Documents for Financial Qualification Review

Complete the appropriate list below based on the type of 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

Indirect Cost Rate (ICR) Firms (1) - No Cog (2)	ICR Firms (1) - With Cog (2)
Document Checklist & Revenue Certification AASHTO Internal Control Questionnaire (AASHTO ICQ) Certification of Indirect Cost Rate Employee Listing (one in Excel and one as a signed pdf) Payroll Registers Current FYE FAR ICR Audit Report or Compilation (4) Executive Compensation Analysis Post-Closing Trial Balance Financial Statements Sample Timesheet Bonus Policy Normal Cost of Ownership Schedule (if applicable)	Document Checklist & Revenue Certification AASHTO Internal Control Questionnaire (AASHTO ICQ) Certification of Indirect Cost Rate Employee Listing (one in Excel and one as a signed pdf) Payroll Registers Current FYE Cognizant Review Letter Current FYE FAR ICR Audit Report
	Fee Schedule Firms (3)
	Document Checklist & Revenue Certification AASHTO Internal Control Questionnaire (AASHTO ICQ) Employee Listing (one in Excel and one as a signed pdf) Payroll Registers Invoices (at least 3 different, current non-CDOT projects)

- (1) ICR Firms are firms that have a FAR-compliant indirect cost rate (the majority of firms working with CDOT).
- (2) A "Cog" is a cognizant review letter.
- (3) Fee Schedule status must be approved by CDOT.
- (4) Firms with total CDOT project revenue (as prime and sub) of \$500k or more in the previous fiscal year must have an ICR Audit Report.

Decoupled Reviews

Direct Salary Rate (DSR) Only Reviews	ICR Only Reviews
Document Checklist & Revenue Certification AASHTO Internal Control Questionnaire (AASHTO ICQ) Employee Listing (one in Excel and one as a signed pdf) Pay Raise Certification (if applicable) Payroll Registers Executive Compensation Analysis	Document Checklist & Revenue Certification AASHTO Internal Control Questionnaire (AASHTO ICQ) Certification of Indirect Cost Rate Employee Listing (one in Excel and one as a signed pdf) Current FYE Cognizant Review Letter (if applicable) Current FYE FAR ICR Audit Report or Compilation (4) Executive Compensation Analysis Post-Closing Trial Balance Financial Statements Sample Timesheet Bonus Policy Normal Cost of Ownership Schedule (if applicable)

Section II - Nature of Revenue

Revenue from CDOT Projects (as prime and sub, less pass-through funds)
 Revenue from other customers (as prime and sub, less pass-through funds)
 Total Company Revenue

Percentage of Revenue Earned From:

DOT-Related Projects	%
Non-DOT Governmental Projects	%
Private/Commercial Projects	%
Total Percentage of Revenue	%

Section III - 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