

## Pre-Award Audit Request Form

Send this completed form to [Auditpreawards.dot@state.mn.us](mailto:Auditpreawards.dot@state.mn.us) along with the Pre-Award Package and all other required documentation.

**TO:** Greg Hlivka

**FROM:**

**DATE:**

**SUBJECT:** Pre-Award Audit for

Description of Project:

Type of Pre-Award Request:

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:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**Name of the Sub-Consultant:**

Proposed Total Costs:

Proposed Contract Type:

**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:

Greg Hlivka, External Audit Manager

Phone: 651-366-4142

Email: [greg.hlivka@state.mn.us](mailto:greg.hlivka@state.mn.us).