

## What you need to complete the prequalification documents

Financial information should reflect the most recent completed fiscal year and must be submitted no later than six months after the close of that fiscal year.

### 1. Overhead Schedule

- Overhead rate is audited by a state DOT, federal agency or an Independent CPA
  - PROVIDE:
    - Overhead rate audit
    - If applicable, a copy of the state DOT or federal agency cognizant letter
- Overhead rate is not audited
  - PROVIDE:
    - The detailed overhead rate schedule
    - Income Statement and/or Trial Balance
    - Balance Sheet
    - General Ledger account balances
    - Tax return
    - Include all financial documents used to prepare the overhead rate schedule
      - Expenses listed on the overhead must be traceable to the financial documents.

### 2. Written Policies to include but not limited to the following:

- a. Accounting System
- b. Billing
- c. Cost estimating/allowability
- d. Recording time worked/timesheet preparation
- e. Fringe Benefits/leave time
- f. Recording overtime
- g. Compliance with FAR Part 31 and applicable CAS
- h. Recording direct and indirect costs
- i. Overhead/indirect cost rate development
- j. Billing rate development
- k. Bonus
- l. Information Technology (IT) Systems

**If no written policies have been developed, provide the following:**

#### Timesheet

- An explanation of the timekeeping entry, adjustment and approvals practices to include the process used to track uncompensated overtime for salaried employees. The explanation must include a description of how labor hours are segregated between direct and indirect labor costs with identification of unallowable costs.

Information System Technologies (ITS)

- An explanation of the firm's ITS systems maintenance and security.

Bonus

- An explanation of how the firm consistently applies their bonus practices. Include information regarding stock option and distribution of profits.

Insurance

- An explanation of how the firm tracks insurance costs eliminates Key Man Life Insurance costs. If your firm cannot segregate Key Man Life Insurance costs from your firm's Life Insurance policies, those costs must be removed from the overhead.

**RENEWAL:**

If your firm has experienced no organizational structure changes from the previous pre-qualification submittal and have received a MoDOT accepted overhead rate for the previous fiscal year, it is acceptable to submit the first page and an updated signature page of the ICQ. The renewal should include a statement indicating, "No changes to our organizational structure, policies or procedures from previous ICQ submittal".