



Arizona Department of Transportation Intermodal Transportation Division

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INFORMATION BULLETIN NO. 08-03

TO: Consultant Engineering Firms, ADOT Project Managers
& ADOT Office of Audit & Analysis

FROM: Engineering Consultants Section (ECS)

SUBJECT: **Pre-Award Audit Requirement Timeframe**

ADOT is striving to be more efficient in working with Consultants to negotiate overhead rates prior to the execution of contracts and to minimize the problems associated with adjusting overhead rates and "truing-up" the costs mid-way through the contracts.

Therefore, **effective immediately**, the procedure below must be followed in order to help ensure that overhead rates can be negotiated prior to contract execution, where applicable.

Within two weeks after receiving a notice of selection, the selected Consultant and its Subconsultants are required to comply with the Advance Agreement Guideline (SOQ Package, SECTION XIV) and submit financial documentation to ADOT Office of Audit & Analysis (A&A) as detailed in SECTION XV of the SOQ Package.

At a minimum, for overhead-based firms, the following documents must be submitted to A&A within two weeks of contract award.

1. Completed Consultant Audit Questionnaire
For Consultant Audit Questionnaire and other relevant reference materials, visit A&A website at http://www.azdot.gov/inside_adot/audit/publications.asp
2. Financial Schedules / Statements
3. Schedules of Indirect Costs

Additional information and supporting documentation may be requested by A&A as needed.

Subconsultants that are proposing Unit Rates or Commercial Pricing Rates may have different audit submittal requirements and should contact A&A for clarification.

Failure to comply with audit requirements by the established timeframe may substantially delay the contract execution and may be considered failed negotiations.

If you have any questions or require any additional information, contact A&A at (602) 712-7042.



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