The Office of Audit reviews and accepts all Audited Overhead Reports for use on MaineDOT contracts. To submit an overhead package for review or ask a general question, please contact them at OfficeofAudit.MaineDOT@maine.gov.

MaineDOT is the recipient of federal funds and as a result must follow Federal Acquisition Regulations 48 CFR part 31, (<https://www.acquisition.gov/content/part-31-contract-cost-principles-and-procedures>) in the administration of its contracts. The Federal Highway Administration (FHWA) requires that Consultants and Subconsultants who perform services meeting the definition of “Engineering and design related services” in 23 CFR 172 (<https://www.govinfo.gov/content/pkg/FR-2015-05-22/pdf/2015-12024.pdf>) provide an annual Audited Overhead Report package if we’ve executed a contract with federal funding in excess of $250,000.

Depending on the contract or payment terms, any Consultant or Subconsultant working with MaineDOT may also be asked to provide an annual Audited Overhead Report. Typically, this occurs if the payment method under the contract is cost based and a consultant’s overhead rate must be supported.

If a consultant is required to submit an annual overhead package, the deadline for submission is six months from the close of the consultant’s fiscal year. To be considered a complete overhead package, the following items must be received:

* Certificate of Final Indirect Costs signed by an executive or financial officer of the consultant’s organization;
* An audit report on the consultant's overhead for the most current fiscal year ended, prepared by a licensed independent certified public accountant and audited in accordance with the following:
	1. Government Auditing Standards issued by the U.S. Comptroller General;
	2. The cost principles of Part 31 of the Federal Acquisition Regulations (48 CFR); and
	3. The most current version of the AASHTO Uniform Audit & Accounting Guide (<https://audit.transportation.org/>).
* A completed copy of the most current AASHTO Internal Control Questionnaire that corresponds to the fiscal year of the overhead report prepared, signed by an executive or financial officer of the consultant’s organization;
* All requested attachments listed in the top section of page 1 of the AASHTO Internal Control Questionnaire, which includes but is not limited to:
	1. Cognizant Audit Letter from the consultant’s cognizant Government Agency, if applicable;
	2. Current Chart of Accounts;
	3. Post-Closing Trial Balance that ties to the overhead report submitted;
	4. Supplemental documentation showing the reconciliation of the Overhead Rate Schedule beginning Column to the Profit and Loss/ Income Statement;
	5. The consultant’s issued financial statements, if the company has not issued financial statements then provide accounting system print-outs of the consultant’s Balance Sheet, Income Statement, and Statement of Cash Flows;
	6. Sample of a completed timesheet with employee and direct supervisor signatures;
	7. The consultant’s policies for vacation and sick leave; and
	8. The consultant’s bonus policy;
* The executive compensation review performed and signed by management. (NCM if used)
* PPP Certification Form (keep in mind additional information may be requested if PPP loans exist)

Please keep audited overhead requirements in mind when bidding on contracts as size of the contract and the payment method type may require audited overhead reports to be submitted annually. If you believe the cost of generating such a report will create a hardship, please notify the appropriate Contract Specialist before signing any contracts to determine if other payment options or contract values are available. Options however may be limited based on contract terms and the work being performed.