

Exhibit 10-A Example Pre-Award Audit Request Letter and Checklist

Local Agency Letterhead

Department of Transportation
Audits and Investigations, MS 2
Attention: External Audit Manager
P.O. Box 942874
Sacramento, CA 94274-0001

Date: _____
(Federal Number)
(Project Description)

Dear External Audit Manager:

Attached is a copy of the following information for proposed contract number _____ with
(Consultant's Name, Address, Contact Name, Phone Number).

- ____ Proposed contract between the local agency and the consultant
- ____ Proposed cost proposal for prime consultant and all subcontractors
- ____ Name of local agency contact person, phone number, and fax number
- ____ Local Agency Proposer UDBE Commitment (Consultant Contracts) Exhibit 10-O1 & Local Agency Proposer DBE Information (Consultant Contracts) Exhibit 10-O2

The subcontractors proposed for this contract are as follows: (List all Subcontractors Name, Address, Phone Number).

Please arrange a pre-award evaluation and forward a copy of the written report to us. Services to be performed under this contract are (describe work to be performed).

The (Local Agency Name) understands that any work with costs incurred prior to the approval of the "Authorization to Proceed (E-76)" is not eligible for federal fund reimbursement.

Please notify us of the estimated completion date of the audit.

If you need further information, please contact (Name) at (Phone #).

Sincerely,

Signed _____
Title _____
Agency _____

Attachments: Proposed Contract
Draft Cost Proposal(s)
cc: DLAE