



[Pre-award Audit MA Intake Questionnaire –
Required Documents/Information Checklist](#)

NOTE: This checklist describes the documentation or information to be requested during the Master Agreement Pre-award audit intake questionnaire.

Please see below for the list of information and items you can anticipate providing regarding your agency:

- Organizational Chart
- Procurement Policies and Procedures
- Financial Policies and Procedures
- Description of prior audit reports in the last 3 years **(if applicable)**
- Description of existing Caltrans contracts in the last 3 years, 3 contracts maximum **(if applicable)**
- Description of previous State/Federal-funded (non-Caltrans) Contracts in the last 3 years **(if no, disregard; if yes, see checkbox below)**
- Include contractor name, funding source, and dollars awarded. If there are more than 3, list the top 3 contacts with the highest award amount and provide appropriate documentation.