

Internal Review

Determination of Consultant Audits for Local Public Agencies (LPA)

LPA's are required to obtain approval from WYDOT prior to awarding a consultant a federal project. To do so the LPA must notify the Grant Administrator and provide Internal Review via email at kristin.burkart@dot.state.wy.us with the following information:

1. Consultant name, contact name, address, phone number and email.
2. Consultant's scope of work (is project directly related to a construction project).
3. The approximate value of the consultant contract.
4. Is the consultant contract State or Federally funded?
5. When is consultant expected to begin work?
6. Does LPA have a consultant procurement policy? Is so, please provide a copy as an attachment to the answers to these questions.

Based on the information provided above, IR will conduct a risk assessment (see attached) to determine if an audit needs to be conducted and if so what kind of audit needs to be conducted. If an audit is required, IR will contact the consultant to obtain the information required to conduct the audit.

At the conclusion of our audit a letter will be submitted to the WYDOT Grant Administrator, the LPA and the consultant notifying them of the results of IR's audit.