

## Pre-Release of Funds Checklist

Pre-Release of Funds (Pre-ROF) is requested by completing the Pre-ROF status report in eGMS. This report should be submitted and approved before the Release of Funds (ROF) report has been submitted.

All fields in the status report should be completed with accurate dates and information. Check box fields serve as a checklist for file uploads. If applicable, check the box to indicate you uploaded the corresponding file. The following items must be uploaded to the Files widget in the Pre-ROF status report. All scans must be clear and legible. Failure to adhere to this guidance may result in processing delays.

### Procurement for Bid & Legal Ad Review

- Copy of the IFB Newspaper Notice with Proof of Publication & Publisher's Affidavit
  - Publication date and entire ad must be visible
  - If ad is unreadable, provide a typed copy with the original ad
- Copy of sent certified mail receipts, of which at least two must be sent to M/WBE State Certified firms
  - Receipts to certified M/WBE firms must be clearly labeled as such to distinguish them from non-M/WBE firms solicited
  - M/WBE firms must have current certification with IDOA, not expired
- Copy of the bid tabulation – signed and certified by the Engineer/Architect with seal
- Copy of letter from the Engineer/Architect recommending contractor selection and bid price, including any alternatives, if applicable

### Labor Standards

- Copy of Pre-Bid Conference Sign-in Sheet (Labor Form 3)
- Signed Pre-Bid Conference Guide Acknowledgement (Labor Form 4)
- Copy of Bid-Opening Sign-in Sheet
- Copy of Bid-Opening Minutes

### Subrecipients (Sub-Rs)

- Signed Subrecipient Agreement
- Signed copy of Lien & Restrictive Covenant, if applicable