



Florida Department of Transportation

Merger/Acquisition Checklist

Documentation for a merger or acquisition should be submitted at least 30 days before the response deadline for any project the firm is seeking, to allow adequate processing time. There are specific elements that may vary based on the details of each situation. In general, firms need to submit the following information:

1. Formal documentation of the acquisition/merger, signed by the Corporate Officer(s), showing the effective date of purchase, and/or minutes from a Board meeting reflecting the acquisition, and/or a detailed Asset Purchase Agreement. **Please redact any sensitive and/or proprietary financial information from the requested documents before sending to the Department.**
2. Statement that there has been no change in FEID number, or official documentation of the new FEID number.
3. Certificates of authorization/registration for all work types performed by the acquiring company, in the name of the acquiring company, as required by Rule 14-75, F.A.C. (may include Florida Board of Professional Engineers, Florida Board of Professional Surveyors and Mappers, Florida Real Estate Commission, or Florida Division of Certified Public Accounting).
4. List of the names of all current employees that are being transferred to the acquiring firm.
5. Paystubs or payroll registers under the name of the acquiring firm for all qualifying staff. These **must** include the complete name of the firm (no truncation or abbreviation is accepted), the name of the qualifying individuals, and both the beginning and ending date of the most recent pay period. Pay details and social security numbers may be redacted, due to Florida's broad public records law. A list of current qualifiers for both firms can be provided by the Qualification Administrator at carliayn.kell@dot.state.fl.us.
6. A combined total number of personnel, broken down by Professional In-State, Professional Out-of-State, Other In-State, and Other Out-Of-State.
7. A current professional liability insurance certificate for the acquiring firm.
8. Projected overhead, direct expense, and FCCM rates (required even if your firm has a current overhead audit on file, as the acquisition/merger will impact the company financially). Jeffrey Owens can provide additional details by phone at 850-414-4539 or by email at jeffrey.owens@dot.state.fl.us.
9. A list of any potential conflict of interest scenarios that might arise as a result of this merger/acquisition.

All registrations and documentation must reflect the same name – the name of the entity prequalified with the Department. Documentation cannot be in the names of affiliates, subsidiaries or parent companies.

If the acquired firm is a prime firm for any active Department contracts, the Department will need to complete an "Assignment Agreement" assigning all current contracts to the acquiring company. The Department will send you a new prequalification letter if additional work types are transferred from the acquired or merged company.

Please submit the above information to co.profserv@dot.state.fl.us. **You will be notified if any additional information is needed based on the particulars of your firm's merger or acquisition.**