

Consultant Advisory

2014-5

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Consultant Advisory
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Additional Financial Prequalification Submittal Requirements

Consultant Advisory 2014-1,
http://www.michigan.gov/documents/mdot/2014-1_Mandatory_Requirements_for_the_Submittal_of_Financial_Prequalification_Information_443907_7.pdf?20140313090915
dated January 7, 2014, documented the changes to the consultant financial prequalification requirements. The Advisory provided information regarding the three overhead rate tiers as well as links to the three Financial Prequalification Questionnaires (FPQ).

The purpose of this Advisory is to provide consultants the format in which these questionnaires must be submitted to MDOT.

The FPQ's includes links to various schedules, reconciliations, worksheets, summaries, and calculations. These must be completed and inserted directly into the FPQ. Once inserted, the inserted document must be bookmarked.

The FPQ's also includes sections requiring the submittal of process descriptions. If there is not sufficient room on the FPQ to provide these descriptions, you must continue on an additional sheet and insert the document directly into the FPQ. Once inserted, the document must be bookmarked.

If your firm does not possess the information requested in the FPQ, or any of the required attachments, you must inset a sheet directly into the FPQ labeled "Not Applicable", and the reasons(s) why the items/documents/calculations are not applicable to your company. Once inserted the document must be bookmarked.

MDOT has updated the three FPQ's to identify all the required attachments as well as the submittal requirements.

See detailed instructions, below, on inserting and bookmarking documents using adobe acrobat.

See also:
Adobe Acrobat Support:
<https://helpx.adobe.com/acrobat.html>

How to insert a pdf into a pdf:
<http://tv.adobe.com/watch/acrobat-x-tips-tricks/quick-tip-how-to-insert-a-pdf-into-a-pdf/>

How to add PDF bookmarks to a document using Acrobat X or XI:
<http://acrobatusers.com/tutorials/how-do-i-add-bookmarks-to-a-pdf-document>

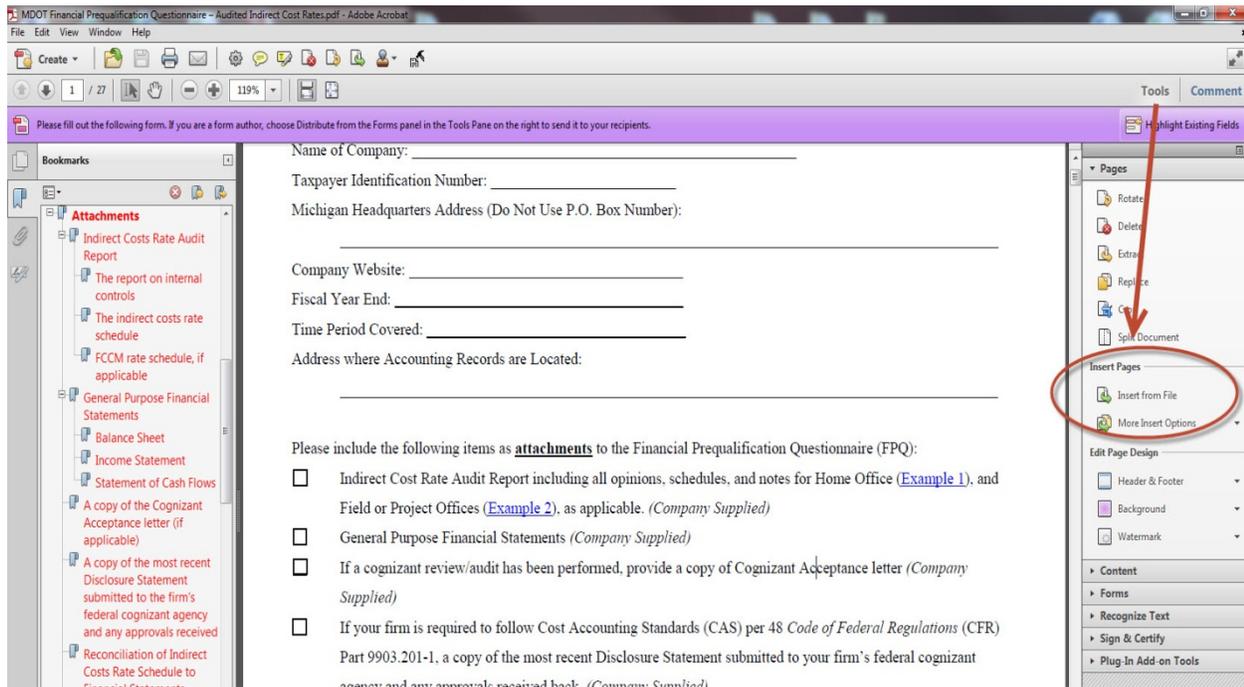
How to insert additional PDF pages into the Financial Prequalification Questionnaire (FPQ):

1. Open the FPQ in which you want to insert the new pages; make sure that all your changes are saved.

If you're not sure if the changes have been saved, choose File --> Save.

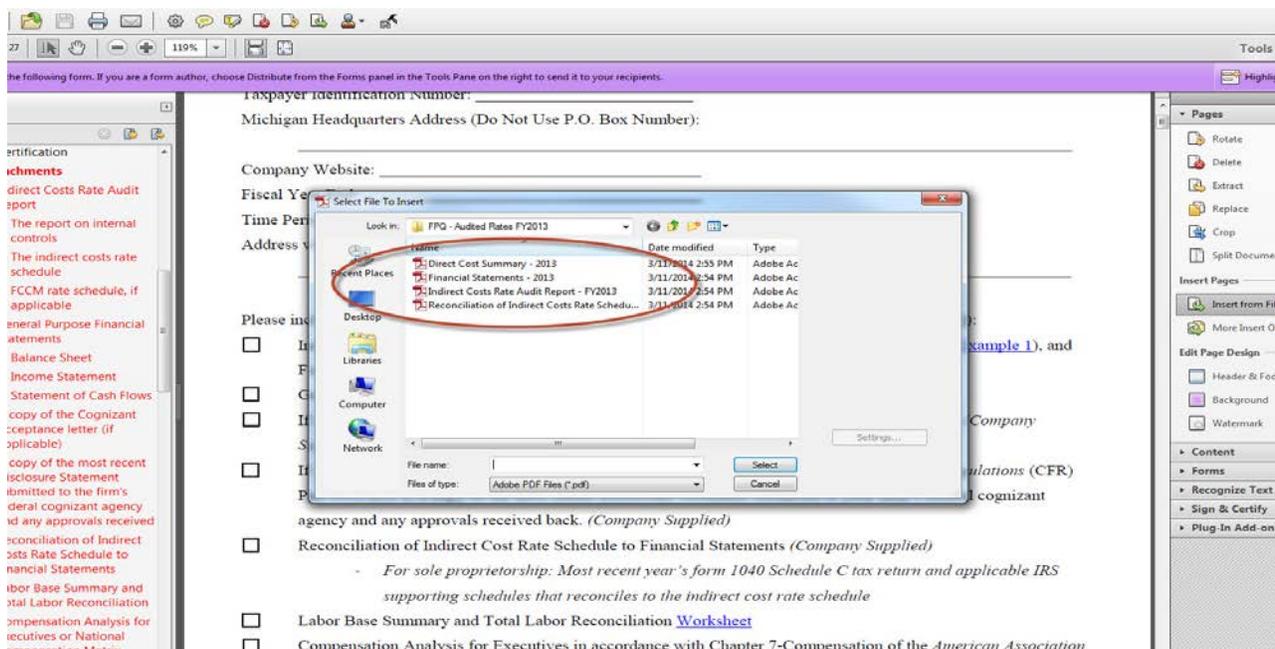
2. Choose 'Insert from File' on the Tools Pages palette.

The Select File to Insert dialog box opens.



3. Open the folder and select the file icon of the PDF document with the pages you want to insert, and then click the Select button.

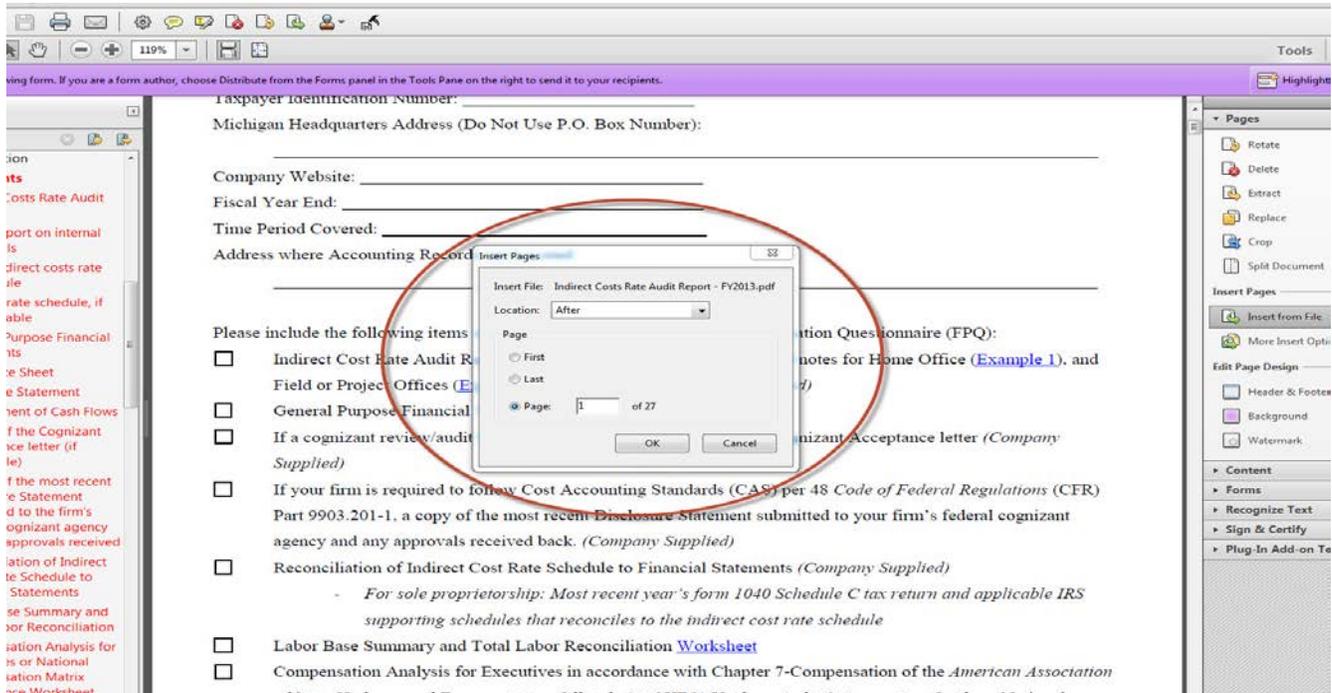
The Insert Pages dialog box opens.



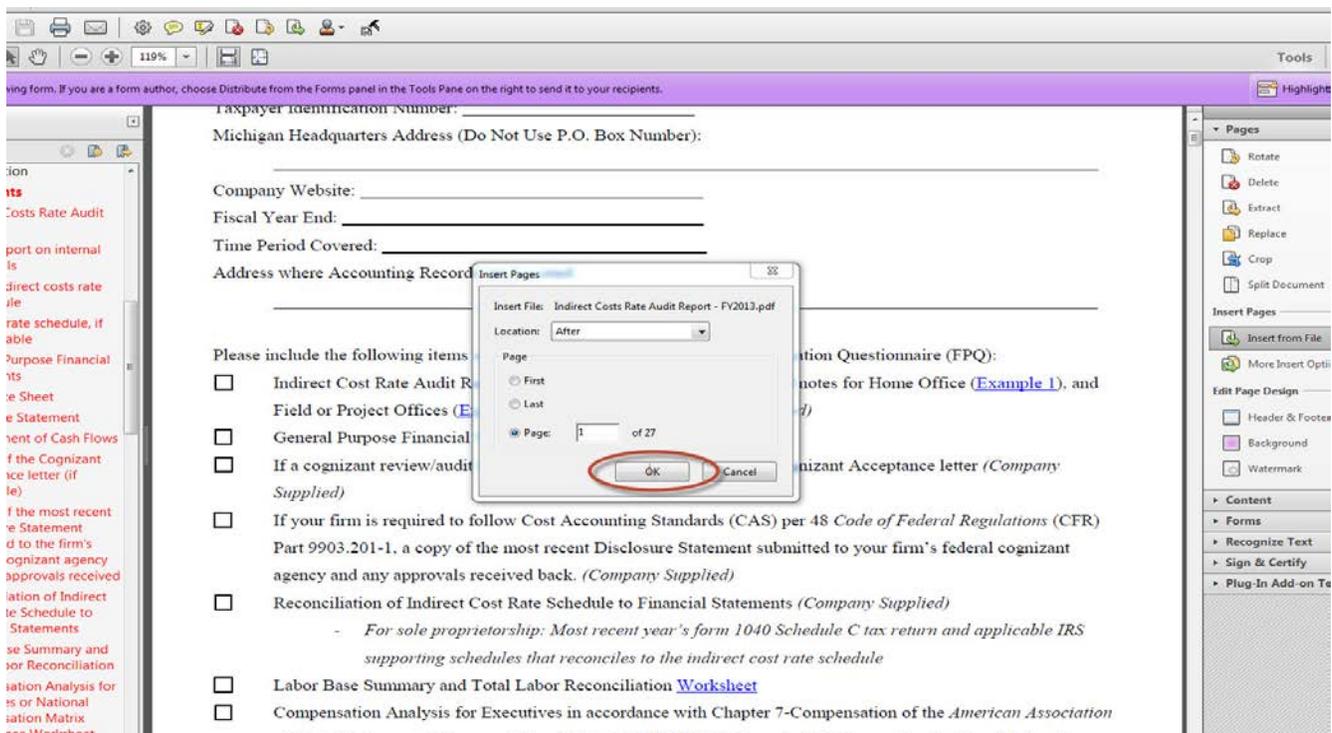
4. In the Page area, click one of the following radio buttons:

- **First:** Inserts the pages at the beginning of the PDF document, either before or after the first page.
- **Last:** Inserts the pages at the end of the file, either before or after the last page.
- **Page:** Inserts the pages either before or after the page number designated in the associated text box.

By default, Acrobat inserts the pages after the page you specify in the Page portion of the Insert Pages dialog box. To have the pages inserted in front instead, select Before on the Location drop-down list.



5. Click the OK button to have Acrobat insert the pages from the selected file.

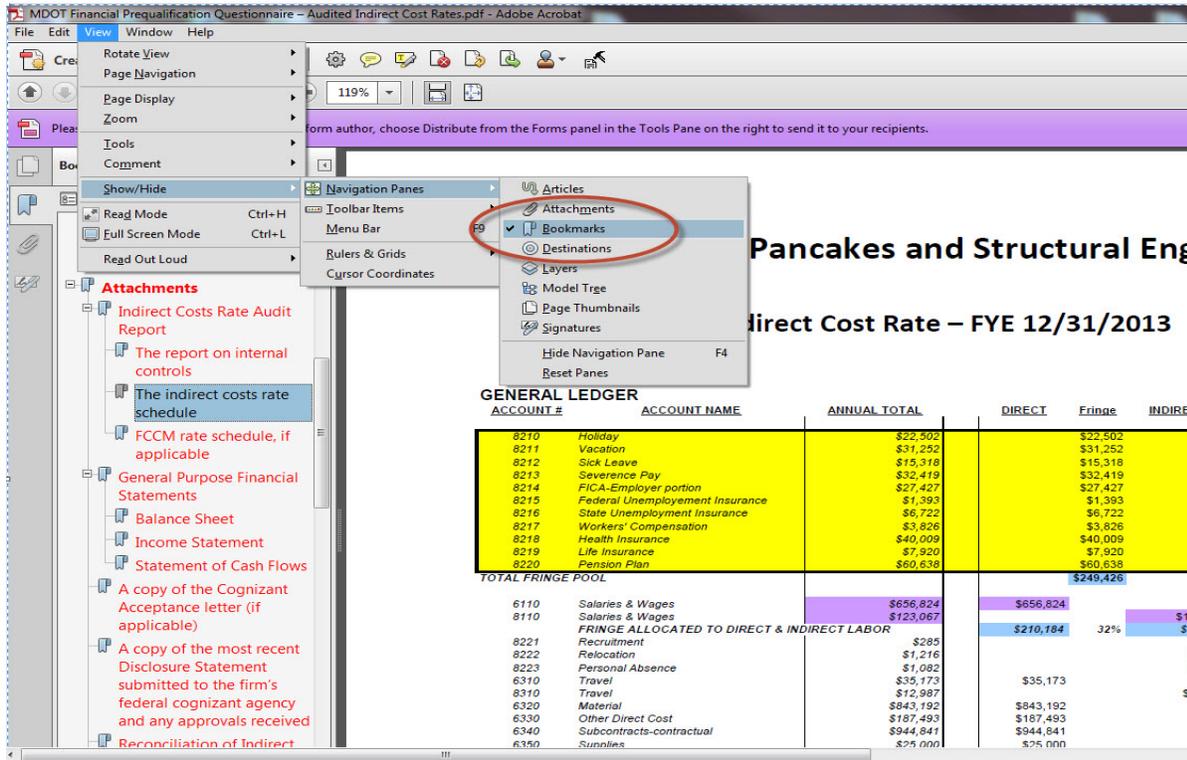


How to bookmark an inserted document in the Financial Prequalification Questionnaire (FPQ):

By navigating to a page, and to a specific view on a page, you can establish the destination of a bookmark link. With a PDF document open, follow these steps:

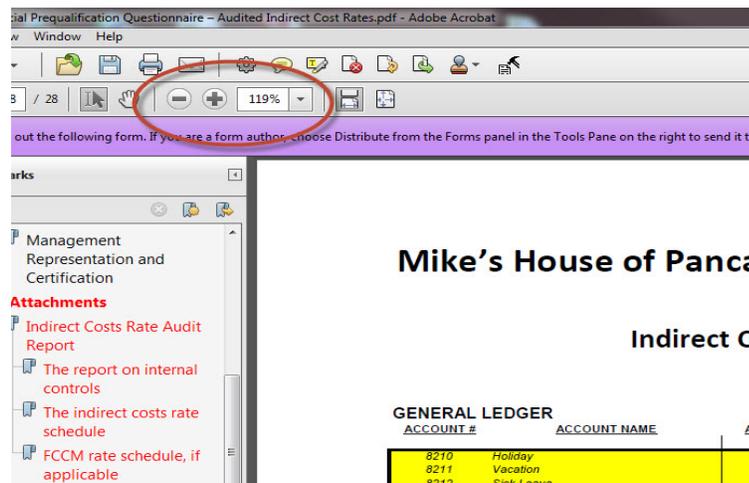
1. If the Bookmark icon isn't visible, choose View→Show/Hide→Navigation pane→Bookmarks

The Bookmarks panel appears on the left of the Document window.

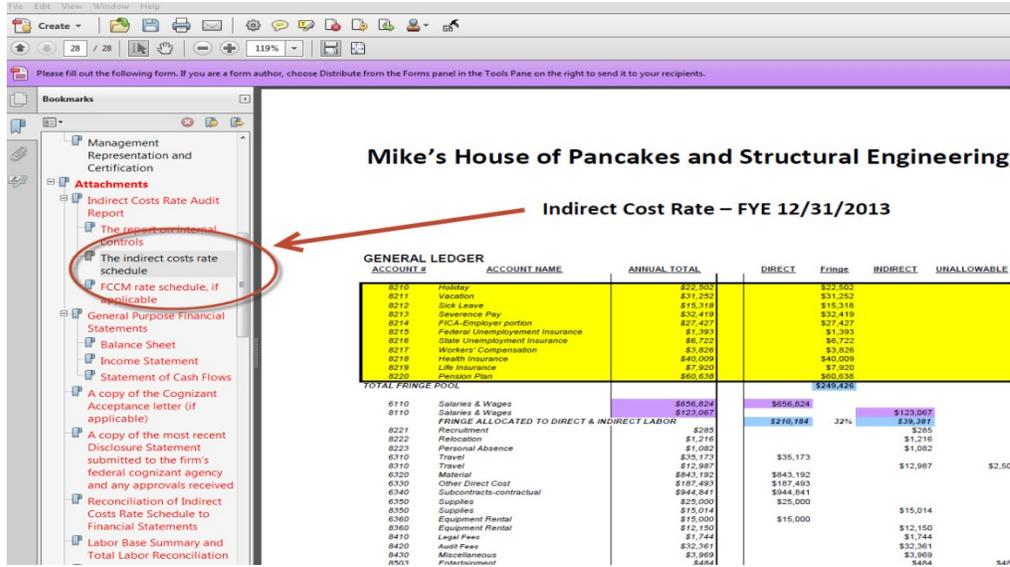


2. Set the magnification of the view that you want by using the Marquee Zoom tool to either zoom in or zoom out.

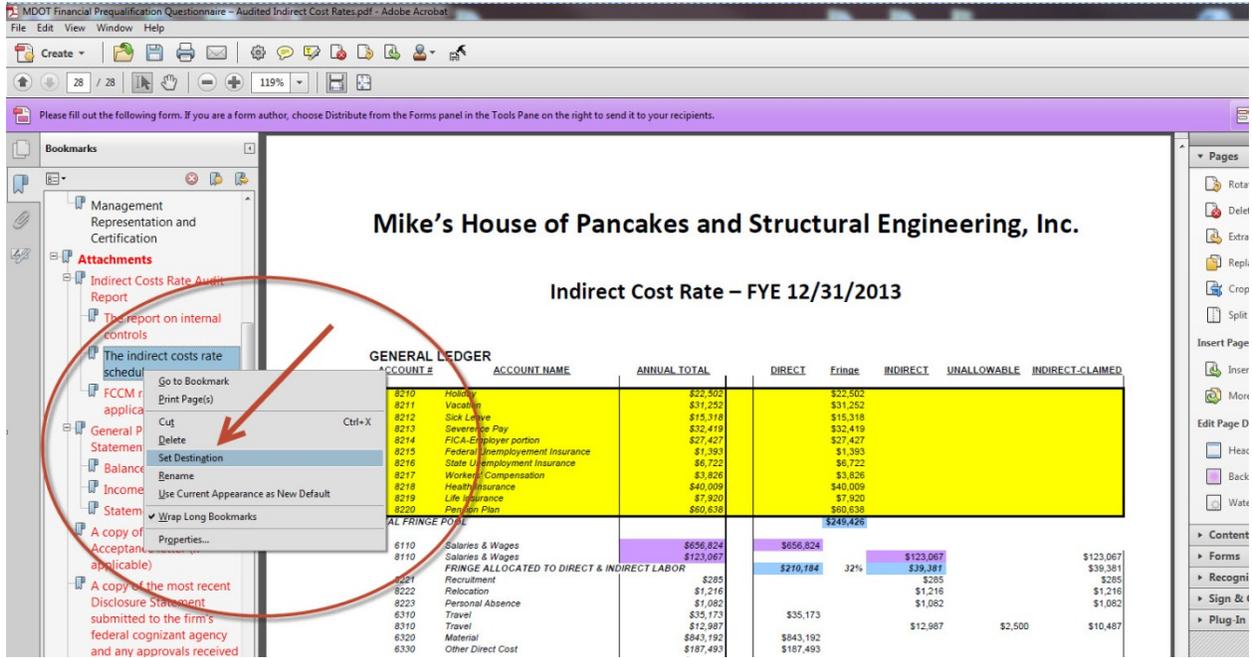
The zoom level that you're at when you create the bookmark is the view that viewers see when they click the bookmark.



3. In the Bookmarks panel, navigate to the bookmark that you want to set as your destination.



4. Right click the bookmark and choose 'Set Destination'.



5. Test your bookmark by scrolling to another page and viewing it in the Document window; then click your saved bookmark in the Bookmark panel.

The Document window shows the exact location and zoom that you selected when you created the bookmark.