

Contract Services Division

Consultant Advisory

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2014-12

June 10, 2014

Digitally Encrypted Electronic Signatures

Due to the changes in the overhead rate process, as well as other procedural changes, MDOT will be preparing new Indefinite Delivery of Services Contracts (IDS) for all prequalified consultants. In an effort to expedite this process, CSD is moving to a Digitally Encrypted Electronic Signature as a means to efficiently secure signatures on these IDS contracts.

MDOT will be requiring consultants currently prequalified to perform services for MDOT to complete and return, Form [5600A](#), Consultant Statement of Digital Electronic Signature Validation. This form is attached for your immediate response. Please provide MDOT one copy of the complete form for each individual primary legal signer from your organization. Each firm is required to limit the number of forms submitted to **three (3)**. If more than one form is submitted, please combine all the forms into **one PDF file** for submittal to MDOT.

To ensure your firm has an awarded IDS contract, and to avoid any future delays in services, please return the attached form(s) to CSD **no later than June 27, 2014**.

Please follow the instructions on the form and submit the completed form(s) to MDOT-ServicePrequal@Michigan.gov.

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
Fax/517-355-7446
www.michigan.gov/mdot

Questions regarding this
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should be directed to:

Carol Rademacher
517-373-3382
rademacherc@michigan.gov