

Consultant Advisory

2020-3

April 29, 2020

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
www.michigan.gov/mdot

Questions regarding this
Consultant Advisory
should be directed to:

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Electronic Submittal of Consultant Prequalification Applications and Information

As part of a continuous effort to streamline the electronic submittal process and maximize efficiencies, on **May 7, 2020**, MDOT will begin utilizing the e-Proposal web site for the submission of all Consultant Prequalification applications and information.

This will include uploading and submitting the following documents:

- **New Vendor Prequalification Information:** Including Financial Information; General Information; and Classification Specific Information
- **Annual Renewal Information:** Including Financial Information; General Information
- **Documentation Supporting Requests for new Classifications**
- **Key Staff Update Information**

An auto-generated email will be received by the submitter upon successful upload of any of the above listed items. Please view the [Instructional video](#) for uploading Consultant Prequalification documents.

To allow time to acclimate to the new process, between May 7, 2020 and September 1, 2020, Consultants will have the option to utilize this new process or may continue to submit all prequalification documentation and information via email to MDOT-ServicePrequal@Michigan.gov. **Beginning September 1, 2020, all Consultant Prequalification documentation must be submitted via e-proposal.**

Consultants must have a MILogin account to begin submitting Consultant Prequalification applications and information via e-Proposal. Please follow the link, below, to create a MILogin account. Also, below are instructions for accessing the MDOT e-Proposal site using MILogin.

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uiseure/tpse/fservice/>

The upgrade of MDOT e-Proposal will take place on Thursday, May 7, 2020, from 11:00 a.m. to 5:00 p.m. Once completed, existing users will be asked to verify Company/Agency, Phone and Fax (if applicable). Users will also notice that MDOT e-Proposal has an updated look as well.

If you have any questions, please contact Tammy Arnold at: (517) 335-5827 or ArnoldT1@michigan.gov

Instructions for Accessing the MDOT e-Proposal System using MILogin

Overview

MDOT e-Proposal is available free of charge to registered users for obtaining MDOT project proposals, plans and addenda for advertised projects.

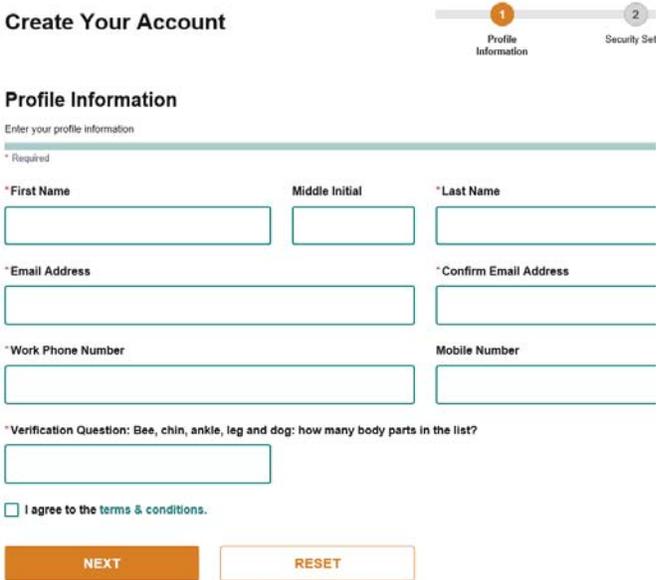
This document includes creating a MILOGIN account, requesting access to MDOT's e-Proposal system, as well as navigating MDOT e-Proposal, adding account to Plan holders list, and submitting Notice to Bidder (NTB) Inquiries.

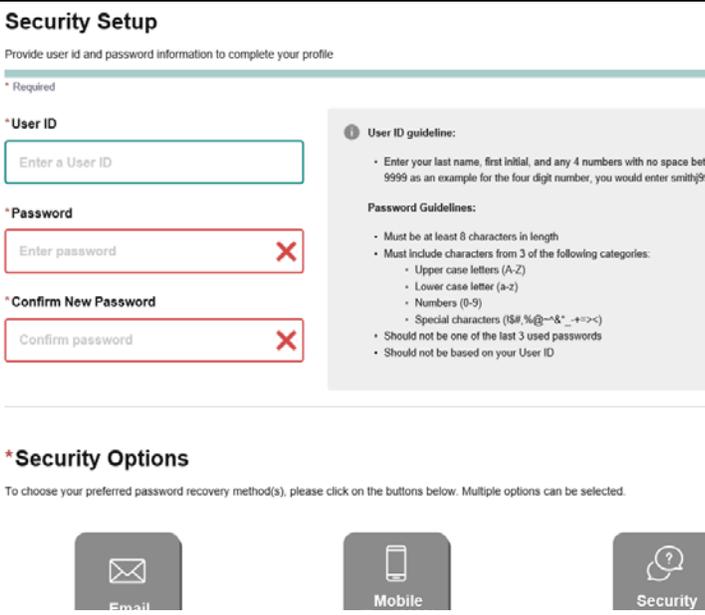
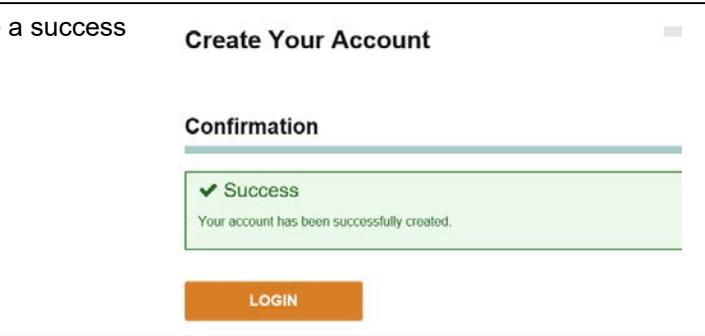
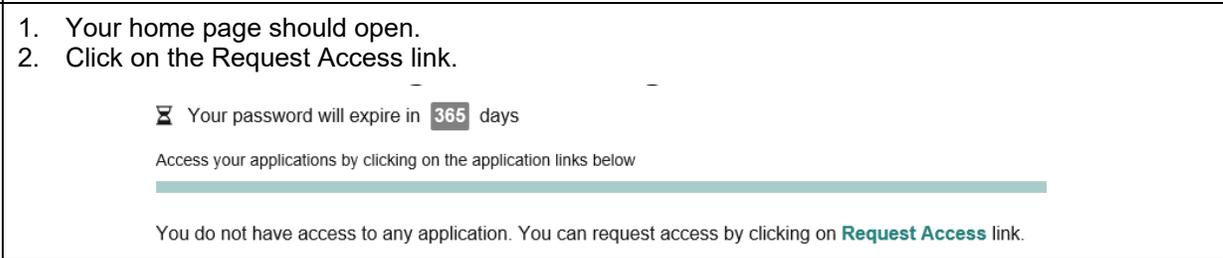
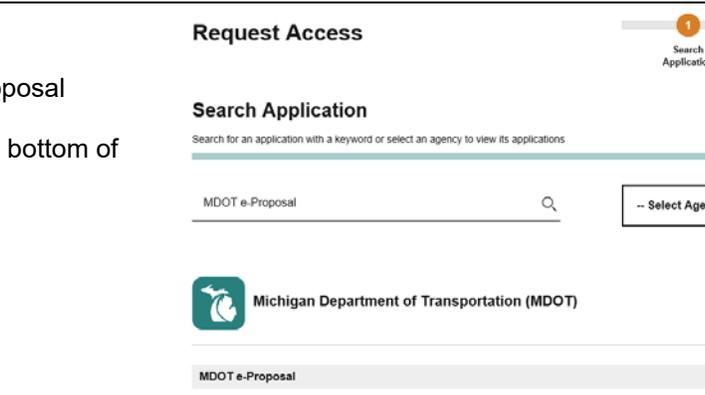
If you have any questions on the e-Proposal site itself, please feel free to contact: MDOT-eProposal@Michigan.gov.

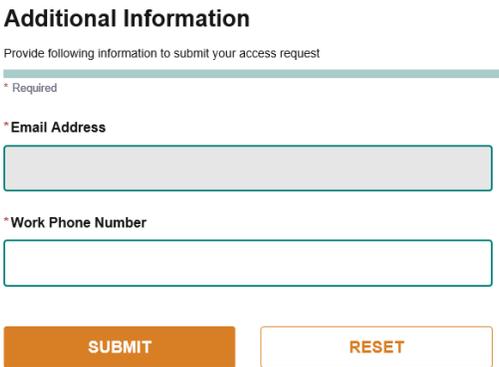
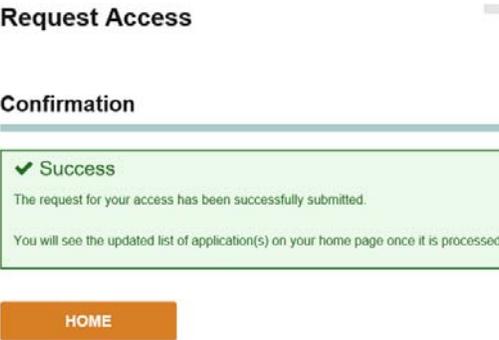
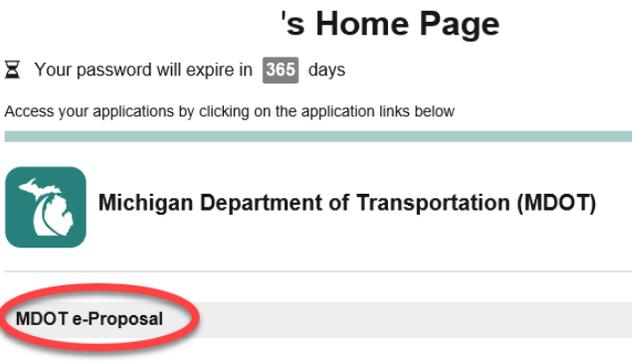
Create MILogin account

Use the following procedure to create a MILogin account:

*If you already have a MILogin account, please proceed to step 6.

Step	Action
1	Go to the State of Michigan's MILogin website: Third Party users: MILogin for Third Party State of Michigan users: https://miloginworker.michigan.gov
2	Click the Sign Up button. 
3	A Create Your Account window page will open. <ol style="list-style-type: none"> Fill out all the required fields as well as read and agree to the terms and conditions. Click Next once all required fields have been entered. 

Step	Action	
4	<ol style="list-style-type: none"> 1. Create a user id and password in the Security Setup window. 2. Select a Security Option. 3. Click Create Account was complete. 	
5	<p>Upon account creation, you should receive a success confirmation message.</p>	
6	<p>Click the Login button and proceed to login using the user id and password created in step 4.</p>	
7	<ol style="list-style-type: none"> 1. Your home page should open. 2. Click on the Request Access link. 	
8	<p>In the Request Access's Window:</p> <ol style="list-style-type: none"> 1. Search Application enter: MDOT e-Proposal 2. Click on Magnifying Glass 3. MDOT e-Proposal will appear near the bottom of the window. 4. Click on MDOT e-Proposal 	

Step	Action
9	<p>On the MDOT e-Proposal window, click Request Access</p>  <p>MDOT e-Proposal</p> <p>MDOT e-Proposal is available free of charge to registered users for the purpose of obtaining MDOT project proposals, plans and addenda for advertised projects.</p> <p>CANCEL ✕ REQUEST ACCESS</p>
10	<p>On the Additional Information window:</p> <ol style="list-style-type: none"> Review email address and work phone number Click Submit  <p>Additional Information</p> <p>Provide following information to submit your access request</p> <p>* Required</p> <p>* Email Address</p> <p>* Work Phone Number</p> <p>SUBMIT RESET</p>
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> You should receive a success confirmation message. Click the Home button.  <p>Request Access</p> <p>Confirmation</p> <p>✓ Success</p> <p>The request for your access has been successfully submitted.</p> <p>You will see the updated list of application(s) on your home page once it is processed.</p> <p>HOME</p>
12	<p>You will be directed back to your home page and MDOT e-Proposal should be listed.</p>  <p>'s Home Page</p> <p>🕒 Your password will expire in 365 days</p> <p>Access your applications by clicking on the application links below</p> <p> Michigan Department of Transportation (MDOT)</p> <p>MDOT e-Proposal</p>
12b	<p>If you click on the link prior to September 7, 2017 you will receive the following message:</p>  <p>MDOT eProposal</p> <p>Warning!</p> <p>This site is currently under construction. Please continue using the existing site: http://mdotcf.state.mi.us/public/eprop</p>
13	<p>If you click on the link on or after September 7, 2017 you will be directed to MDOT e-Proposal's Disclaimer page.</p>