

Consultant Advisory

2020-4

June 3, 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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Changes to the Submittal of Consultant Proposals

As part of a continuous effort to streamline the electronic submittal process and maximize efficiencies, on **June 29, 2020**, the Michigan Department of Transportation (MDOT) will begin utilizing the e-Proposal web site for the advertisement of Request for Proposals (RFP's), and the mandatory submittal of all Consultant Proposals, in response to MDOT's RFP's. On June 29, 2020, consultants will no longer be able to see MDOT's RFP's on [Request for Proposal webpage](#), and instead will be directed, via a link, to the e-Proposal web site.

- Beginning June 29, 2020, consultant proposals, in response to MDOT's RFP's, will no longer be accepted via email to MDOT-RFP-Response and must be submitted via the e-Proposal website.
- All consultant proposals in response to MDOT's RFP's, submitted prior to June 29, 2020, to MDOT-RFP-Response, will be honored.
- With the exception of the submittal requirement changes, addressed in this Advisory, all current requirements, as documented in MDOT's Selection Guidelines for Service Contracts, remain unchanged.

An auto-generated email will be received by the submitter upon the successful upload of their proposal. Please view the instructional video [Uploading Consultant Proposals in eProposal](#) for uploading Consultant Proposals.

Consultants must have a MILogin account to view Request for Proposals and to begin submitting Consultant Proposals 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.

[MILogin](#)

If you have any questions, please contact Amy Meldrum at: (517) 335-0137 or meldruma@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.

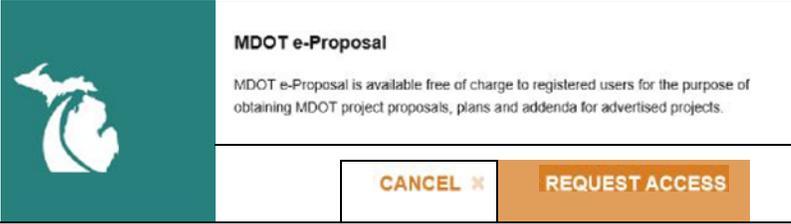
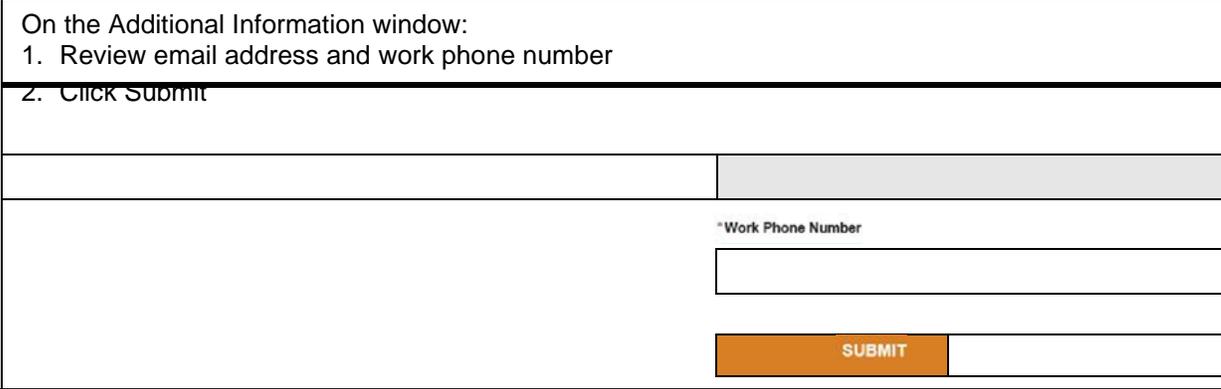
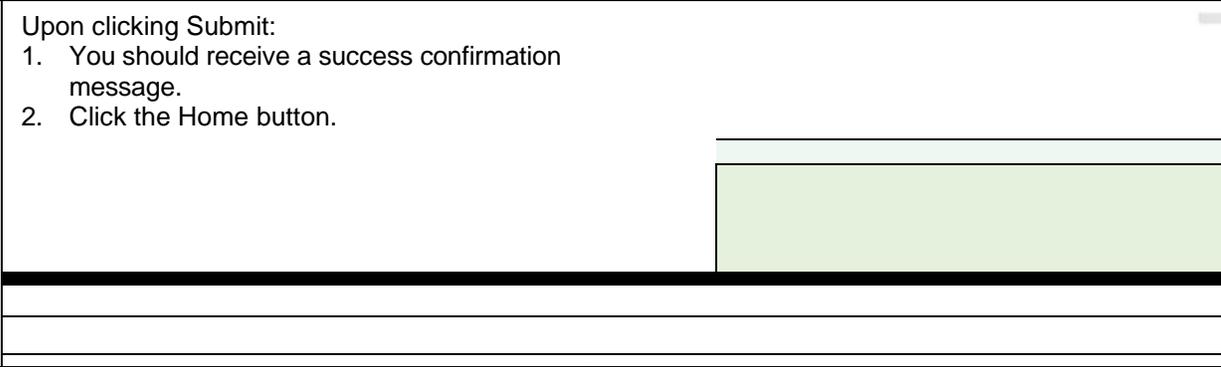
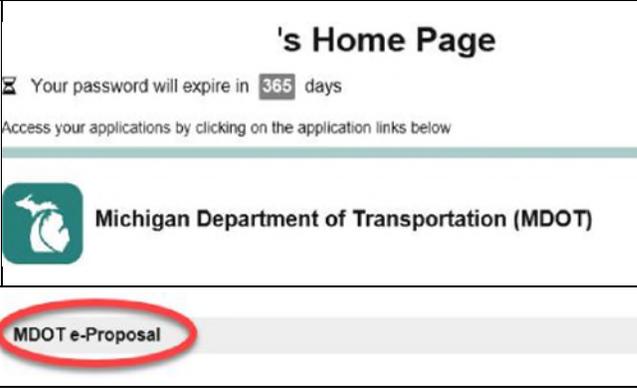
If you have any questions on the e-Proposal site itself, please feel free to [contact: MDOT-eProposal@Michigan.gov](mailto:MDOT-eProposal@Michigan.gov).

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">1. Fill out all the required fields as well as read and agree to the terms and conditions.2. 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>Work Phone Number</p> <p>SUBMIT</p>	
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> You should receive a success confirmation message. Click the Home button. 	
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>	