

## Consultant Advisory

2021-05

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Consultant Advisory  
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### **Update to Tier I and Expedited Contracting Selection Processes**

In March 2020, MDOT implemented a revised Tier I Contracting Process, applicable for both State and Federally Funded Project Phases less than \$250,000, and established an Expedited Contracting Process, an optional process for 100% State Funded Projects Phases greater than \$250,000. These processes were detailed in [Consultant Advisory 2020-2](#).

Please be advised that the following modifications to the Tier I and Expedited Contracting processes have occurred:

#### **Small Business Program - Tier I Selections:**

Effective January 2021, MDOT made a modification to the Tier I process, requiring all MDOT Project Manager's, when contacting a minimum of three consultants, must contact at least one Small Business Program (SBP) certified vendor, if such is available for the required Primary prequalification classification(s). If this a specialty service with no prequalification classification, there is no SBP contact requirement.

#### **Form 5100D – Tier I and Expedited Selections:**

Effective April 1, 2021, to ensure compliance with recent updates to MDOT's Conflict of Interest Guidance Document, as detailed in [Consultant Advisory 2021-03](#), all Scopes of Services for both the Tier I and the Expedited contracting processes, will require Form 5100D be included with consultant submittals. All applicable internal generic scopes and checklists have been updated to include this requirement.

To review updated process maps and/or the current Form 5100D, please follow the links below:

- [Tier I Process Map](#)
- [Expedited Process Map](#)
- [5100D Form](#)
- [Selection Guidelines for Service Contracts](#)

\* If Form 5100D does not open automatically, please follow these [instructions](#).