




MDOT Subcontract Process Change Training – 7.14.2016

Questions and Answers

1. Will the presentation be posted on the CSD webpage?
 - a. The PowerPoint presentation is posted on the MDOT website, as well as the Procedure document.
2. Where is this presentation posted? Is it possible for us to be sent a link?
 - a. It can be found under MDOT's Doing Business, Vendor/Consultant Services under Vendor/Consultant Contracts. The link is titled: [Subcontract Training Presentation – 7/14/2016](#).
3. At what time during the cost proposal process should we submit the 5101S form?
 - a. The 5101S is already part of the Priced Proposal excel forms and should be included at the time the Prime submits Form 5101 as part of their Priced Proposal. All 5101S forms must be submitted prior to the award of the contract/authorization.
4. Is the August 1st date the Ad board date? Or submittal to CSD?
 - a. All priced proposal received on or after August 1 must include the 5101S form(s).
5. Do I need to get a 5101S even if I specify that no subcontracting is allowed on the contract?
 - a. The 5101S is only required when a subconsultant is performing services on the project.
6. For an upcoming project, we have submitted all forms as a Tier 1 but do not yet have a contract. Will we have to re-submit forms including 5101S?
 - a. No, this new process requirement will be effective August 1st for all new priced proposals submitted to CSD for consideration.
7. When contacting the prime (regarding a subcontract), who will the request be sent to?
 - a. The request for subcontracts will be directed to the individual(s) that the original awarded contract was sent to. MDOT will Carbon Copy individuals, as needed, to facilitate the highest level of communication.
8. If the subconsultant does not digitally sign (only hand sign) is the contract rejected?
 - a. The subcontract must be digitally signed, including a visible date stamp.
9. When checking invoices, will you be looking at the date on the 5101S? Or will you only be checking invoices for those subcontracts that are randomly selected and therefore the date of the actual subcontract is being looked at?
 - a. The submittal of Form 5101S is required with the priced proposal for consideration, prior to award of the contract. The Consultants will be required to submit any subcontracts based on the random selection. At that time the dates on the subcontract will be looked at compared to the services being performed.

10. Does this apply to current contracts with sub-work less than \$25,000?
- a. After August 1, all subcontracts, regardless of dollar amount, are applicable to this new process. For example, if a subconsultant performs services for \$1,000, then a 5101S will be required, as well as a subcontract, if requested by MDOT.
11. Will you post a consultant advisory notice that includes all this information?
- a. One was posted and mailed out regarding this upcoming implementation. Consultant Advisory, 2016-9, Dated: July 8, 2016. The PowerPoint was posted on MDOT's website.
12. Subcontracts may be signed on different dates by both parties. Like Aug 15 and Aug 20. Will Aug 20 be the effective date?
- a. The subcontract effective date may be either stated in the document or will be the last date on which the subcontract is signed by both parties, as long as the date is on or after the prime contract effective date. The work under the subcontract may not begin until both parties have signed the subcontract. The only exception is the Limited Notice to Proceed.
13. Is there a dollar limit on the required subcontractor agreement for Tier II subcontractors? For example, if the subcontract dollar is less than \$2500, do we still need to prepare a subcontract agreement for the tier II sub.
- a. Yes, subcontracts are required regardless of the dollar amount.
14. Any timeframe for when the process for digital signatures might be in place and communicated?
- a. Digital signatures will be realized once MDOT has fully reviewed and worked through the needs. We are anticipating this fall.
15. Is a draft of the Subconsultant language available to review already?
- a. There is an example subcontract agreement available under MDOT's doing business along with a checklist and payment examples:
 - i. [Subcontract Template \(09/21/12\)](#) 
 - ii. [Subcontract Template - Amendment \(01/25/12\)](#) 
 - iii. [Subcontract Checklist and Payment Examples \(01/30/15\)](#) 
16. Is the LNP form part of the excel document?
- a. No, Form 5101LN - Limited Notice to Proceed, is not included with the priced proposal. It can be found in the MDOT forms repository at:
<http://mdotcf.state.mi.us/public/webforms/>.

17. Do we treat a sub to a Tier 2 sub as another Tier 2 sub; or is there another category?
- Treat the Sub to the Tier 2 Sub as another Tier 2 Sub. The Priced Proposal Excel Document (found online) provides for the designation of relationships between all parties on the project.

Consultant	Firm Role:	Contracted to:	Payment Method:	Job Num
Totals				111111C
Alpha Company, LLC	P	MDOT	ACFF	\$ 1,070,47
Media Relations	T1	AC	LDHRLY	\$ 36,34
VideoTaping, LLC	T1	AC	UNIT	\$ 25,00
We Buy ROW	T1	AC	MILE	\$ 16,20

Example:

18. What would you consider a contractor working for a Tier 2 Sub?
- Traffic Control, Soil Borings, etc.
19. When sending my invoices to MDOT, will I need anything else other than my sub invoices attached?
- Please follow the invoicing process as is currently required.
20. If a contract has been submitted to CSD but will not be approved until after August 1st will the new 5101S be needed?
- All Priced Proposals received after the effective date of August 1st will need the 5101S included. Any Proposals submitted prior to the 1st will not.
21. Will we be notified in advance of any contractual language changes in IDS and standard contracts so we can adjust sub agreements accordingly?
- Yes, language changes will be communicated prior to their being implemented.
22. Is the current Price Proposal on the MDOT website up to date or will it be updated with a revised 5101S form?
- The most current Priced Proposal is on the MDOT website and includes the Form 5101S.
23. Can you put your contact information and web address where the presentation will be posted on the screen?
- Contract Services Division Contact information is located on the MDOT website under Doing Business, Vendor/Consultant Contract Services. See [Contact Us](#) under Vendor/Consultant Contracts.
24. What does it mean to eliminate IDS contracts?
- This is a future process change that will effectively streamline the current IDS use and need. This is being discussed within MDOT.