

## Subcontract Approval Procedures

### Agency Documents Reviewed By ADOT LPA Section

- Subcontractor Approval Procedures
- Subcontractor Request Form or equivalent

Submit to ADOT LPA Section before December 8, 2023

### Assessment Questions

Question	Y/N	Document, Page, Paragraph <i>(To be completed by CA)</i>	Check if changed since 2019 <i>(CA to complete)*</i>	Item of Concern <i>(SME use only)*</i>
Do the Subcontractor Approval Procedures require the subcontract include the following, as applicable:				
ADOT project number?				
Executed date?				
Correct name of prime or higher tier company?				
Correct name of subcontractor?				
Signature of prime or higher tier and subcontractor with dates and titles?				
Record retention language?				
Language regarding compliance with federal and state immigration laws and regulations?				
EEO Clause?				
Form FHWA-1273 (revised version 2022)?				
Title VI Assurances, and Appendices A and E?				
USDOL OFCCP EEO Clause, Notice of Requirement for Affirmative Action (Exec. Order 11246) and EEO Contract Specifications (Exec. Order 11246)?				
Project Wage Determination?				
DBE Contractor Compliance Agreement Assurances?				
Build America, Buy America (effective 11/10/2022)?				
Do the Subcontractor Approval Procedures require:				
For committed DBE subcontractors, verification that the subcontract amount is equal to or greater than the DBE committed amount?				

Verification that the subcontractor has an ROC license for the work to be performed, if applicable, and is not suspended or debarred?				
Use of a Subcontractor Request Form or equivalent?				
Verification that information on the Subcontractor Request Form or equivalent matches the information in the subcontract (i.e., bid item, dollar amount)?				
Language addressing a subcontractor starting work prior to subcontract approval?				
Does this language address liquidated damages (i.e. monetary penalty, no reimbursement for work performed prior to approval, removal from work site)(A best practice can be found in ADOT Standard Specification 108.01 Subletting the Contract)?				

See **Appendix B** for additional resources.

**The Certification Acceptance Agency attests to the following** (check the following applicable box):

<input type="checkbox"/> No changes made since 2019	<input type="checkbox"/> The following changes since 2019 are noted above
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Prepared by:	
Signature	
Printed Name	
Title	
Date	

Reviewed by:	
Signature	
Printed Name	
Title	
Date	

<b>*Item of Concern Documentation:</b>
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