## \*\*CONTRACTOR ANNOUNCEMENT\*\*

## Electronic Submittal of Construction Prequalification Applications and Information

As part of a continuous effort to streamline the electronic submittal process and maximize efficiency, MDOT will begin utilizing the MDOT e-Proposal web site for the submission of all Construction Prequalification documentation beginning Friday, May 8<sup>th</sup>, 2020.

This will include upload and submission of the following items:

- New Construction Prequalification applications and corresponding financials
- Renewal Construction Prequalification applications (continuous or expired contractors) and corresponding financials
- Requests for time extensions on renewal applications
- Classification modifications (requests for additional classification(s) <u>or</u> requests for an increase in classification(s) rating)

An auto-generated email will be received by the submitter upon successful upload of any of the above items. <u>Please view the Video Instruction for Electronic Submittal of Construction</u> <u>Prequalification Information.</u>

Contractors must have a MILogin account in order to submit Construction Prequalification information via MDOT e-Proposal. New e-Proposal users can follow the link below to create a MILogin account prior to May 8<sup>th</sup>, 2020. Instructions for accessing the MDOT e-Proposal site using MILogin are attached to this document.

https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/

The upgrade of MDOT e-Proposal will take place on Thursday, May 7<sup>th</sup>, 2020, from 11:00 a.m. – 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.

Beginning September 1<sup>st</sup>, 2020, <u>all</u> Construction Prequalification documentation must be submitted via e-Proposal; between now and September 1<sup>st</sup>, contractors may continue to submit applications and information via email to <u>MDOTPrequal@michigan.gov</u> if you wish.

If you have any questions, please feel free to contact <u>stinsonh@michigan.gov</u>.

4/29/2020 Lansing, MI

## 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: <u>MDOT-eProposal@Michigan.gov.</u>

Create MILoginUse the following procedure to create a MILogin account: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: <u>MILogin for Third Party</u>		
2	Click the <b>Sign Up</b> button.	Login to your act User ID Third Party Feasibility	LOGIN LOGIN SIGN UP Forget your passence? Needs 1eep?
3	<ul> <li>A Create Your Account window page will open.</li> <li>1. Fill out all the required fields as well as read and agree to the terms and conditions.</li> <li>2. Click Next once all required fields have been entered</li> </ul>	Create Your Account Profile Information Enter your profile information * Required * First Name Middle Initial	Profile Security Set
	been entered.	- Email Address  - Work Phone Number  - Verification Question: Bee, chin, ankle, leg and dog: how many body parts  - I agree to the terms & conditions.  NEXT RESET	*Confirm Email Address Mobile Number In the list?

Step	Action				
4	1. Create a user id and password in the Security Setup window.     Security Setup       2. Select a Security Option     Provide user id and password in "Required		ormation to complete your prof	Tile	
	<ol> <li>Click Create Account was complete.</li> </ol>	*User ID Enter a User ID		<ul> <li>User ID guideline:</li> <li>Enter your last name, first initial, and any 4 numbers with no space by 9999 as an example for the four digit number, you would enter smithif</li> </ul>	
		*Password	×	Password Guidelines: - Must be at least 8 characters in length - Must include characters from 3 of the following categories: - Utomer cance letters (A-2)	
		*Confirm New Password	×	- Lower case letter (*-2)     - Lower case letter (*-2)     - Numbers (0-5)     - Special characters (\$41,%6 <u>2</u> ~%*_++><)     Should not be one of the last 3 used passwords     Should not be heard on user the ref 1	
		* Security Option To choose your preferred passwo	15 srd recovery method(s), please	Should not be based on your User IU  click on the buttons below. Multiple options can be selected.	
		Email		Mobile Security	
5	Upon account creation, you should receive a success confirmation message.				
			Confirmation		
			<ul> <li>✓ Success</li> <li>Your account has been</li> </ul>	in successfully created.	
			LOGIN		
6	Click the Login button and proceed to login using the user id and password created in step 4.				
7	<ol> <li>Your home page should open.</li> <li>Click on the Request Access link.</li> <li></li></ol>	– days application links below			
	You do not have access to any applica	tion. You can request acc	ess by clicking on	Request Access link.	
8	In the Request Access's Window:		Request Acc	cess 1	
	<ol> <li>Search Application enter: MDOT e-</li> <li>Click on Magnifying Glass</li> <li>MDOT e-Proposal will appear near</li> </ol>	plication enter: MDOT e-Proposal agnifying Glass Proposal will appear near the bottom of		Appresso ation a keyword or select an agency to view its applications	
	4. Click on MDOT e-Proposal		MDOT e-Proposal	C, Select Age	
			Michigan I	Department of Transportation (MDOT)	
			MDOT e-Proposal		

Step	Action		
9	On the MDOT e-Proposal window, click Request Access	MDOT e-Proposal 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. CANCEL * REQUEST ACCESS	
10	On the Additional Information window: 1. Review email address and work phone num 2. Click Submit	Additional Information Provide following information to submit your access request	
11	<ul><li>Upon clicking Submit:</li><li>1. You should receive a success confirmation message.</li><li>2. Click the Home button.</li></ul>	Request Access Confirmation Success The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed.	
12	You will be directed back to your home page and MDOT e-Proposal should be listed.	's Home Page         Image: State of the system of the s	

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