

****CONTRACTOR ANNOUNCEMENT****

Reminder - Electronic Submittal of Construction Prequalification Applications and Information

Beginning September 1st, 2020, all Construction Prequalification applications and documentation must be submitted via the MDOT e-Proposal web site, available at [MILogin for Third Party](#).

Follow the naming conventions outlined on the Construction Prequalification page of the MDOT e-Proposal site. Documents must be named as follows: Application Form Number, Extension or Classification Increase _Complete Company Name_Today's Date.pdf.

For example:

- 1313_My Complete Construction Company Name_8-25-20.pdf
- 1313EZ_My Complete Construction Company Name _8-25-20.pdf
- Extension_My Complete Construction Company Name _8-25-20.pdf (*requests for extension of expiration date*)
- Fa Increase_My Complete Construction Company Name _8-25-20.pdf (*requests for classification modifications*)

It is very important that you combine your application, work experiences pages, equipment pages, and financials into one document when possible. The maximum individual file size for uploading is 40 MB. Most applications including equipment pages and financials are under 40 MB and able to be uploaded as one document. If you are required to submit CPA financials separately, be sure to name the file "CPA Financials_Complete Company Name_Today's Date."

Applications must be submitted in page number order. If you insert additional work experience pages, insert them into the document after page 5 in the 1313 and after page 3 in the 1313EZ. Resumés are to be inserted after page 9 in the 1313 and after page 3 in the 1313EZ. If inserting equipment pages, they must be inserted after page 19 in the 1313 and after page 5 in the 1313EZ.

Any deviation from the above will result in your application being returned for resubmission and will delay processing of your application.

If your financials completed by a CPA include notes, you are not required to fill out pages 15 – 18 of the 1313. If CPA notes are *not* included, you *must* complete these pages.

If you have any questions, please feel free to contact StinsonH@Michigan.gov or BouckP@Michigan.gov.

8/31/20
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: 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
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> <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px;"> <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> <div style="display: flex; justify-content: flex-end; gap: 10px;"> CANCEL ✕ REQUEST ACCESS </div> </div> </div>
10	<p>On the Additional Information window:</p> <ol style="list-style-type: none"> 1. Review email address and work phone number 2. Click Submit <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #d9d9d9; height: 20px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">*Work Phone Number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;"> SUBMIT </div> </div>
11	<p>Upon clicking Submit:</p> <ol style="list-style-type: none"> 1. You should receive a success confirmation message. 2. Click the Home button. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #d9d9d9; height: 20px; width: 100%;"></div> <div style="background-color: #e67e22; height: 20px; width: 100%;"></div> </div>
12	<p>You will be directed back to your home page and MDOT e-Proposal should be listed.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #d9d9d9; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: center; margin-top: 10px;"> MDOT e-Proposal </div> </div>