****CONTRACTOR ANNOUNCEMENT****

REVISED 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.

Please note the revised naming conventions outlined on the Construction Prequalification page of the MDOT e-Proposal site. Documents must be named as follows: complete company name followed by form number (1313 or 1313EZ), extension, or work classification increase or addition.

For example:

- ➢ My Complete Construction Company Name 1313.pdf
- ➢ My Complete Construction Company Name 1313EZ.pdf
- ➢ My Complete Construction Company Name Extension *(requests for extension of expiration date)*
- ➢ My Complete Construction Company Name Fa Increase.pdf *(requests for classification modifications)*
- ➢ My Complete Construction Company Name Ea Addition.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 "Complete Construction Company Name CPA Financials.pdf."

Applications must be submitted in page number order.

- ➢ Insert additional work experience pages into the document after page 5 in the 1313 and after page 3 in the 1313EZ.
- ➢ Insert resumés after page 9 in the 1313 and after page 3 in the 1313EZ.
- ➢ Insert equipment pages 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 to fix the issues 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 or need assistance with MDOT construction prequalification, please feel free to contact BouckP@Michigan.gov or MDOTPrequal@Michigan.gov.

2/8/22
Lansing, MI

Instructions for Accessing the MDOT e-Proposal System using MILogin

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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.

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. 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	1. Create a user id and password in the Security Setup window.
	2. Select a Security Option.
	3. Click **Create Account** was complete.
5	Upon account creation, you should receive a success confirmation message.
6	Click the Login button and proceed to login using the user id and password created in step 4.
7	1. Your home page should open.
	2. Click on the Request Access link.
8	In the Request Access's Window:
	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
	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 number 2. Click Submit *Work Phone Number SUBMIT
11	Upon clicking Submit: 1. You should receive a success confirmation message. 2. Click the Home button.
12	You will be directed back to your home page and MDOT e-Proposal should be listed. MDOT e-Proposal