

# Conformance Request Instructions—Prime Contractor

A Conformance Request (SF1444) is used to request a labor classification that does not exist in a project’s wage decision. More than one classification may be requested on a form.

ADOT has streamlined the process for Conformance Requests using DocuSign. Use these instructions as a guide for completing a Conformance Request for all ADOT projects.

**Step 1:** Go to ADOT’s **Contractor Information Page** <http://www.azdot.gov/business/engineering-and-construction/construction-and-materials/contractor-information/forms-and-documents>

**Step 2:** Select Forms and Documents then expand the Forms **Construction and Materials**

**Contractor Information**

Training Forms and Documents FAQ

**Forms and Documents**

If there is some other information you would like to see on these pages or if you have a question that we did not answer or if there is another form you need, please contact Susan Mona at 928.468.5062 or Leryne Hickson at 602.712.7321.

- Forms
- Documents and Links
- Weekly Quality Control Forms

**Step 3:** Click on the Conformance Request (SF1444) Form link for PRIME Contractor

**PowerForm Signer Information**

The Conformance Request Form SF 1444 is using DocuSign to ensure accuracy and timely delivery to the Department of Labor. The input is a basic guided format. Input the project information, the Classifications, Description and Wage requested. You will be guided to sign your document. If you have any questions call Leryne Hickson at 602-712-7321.

Please enter your name and email to begin the signing process.

Your Role: **Contractor \***

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role: **ADOT Labor Compliance Officer \***

Name:

Email:

Role: **ADOT Field Office Contact Person \***

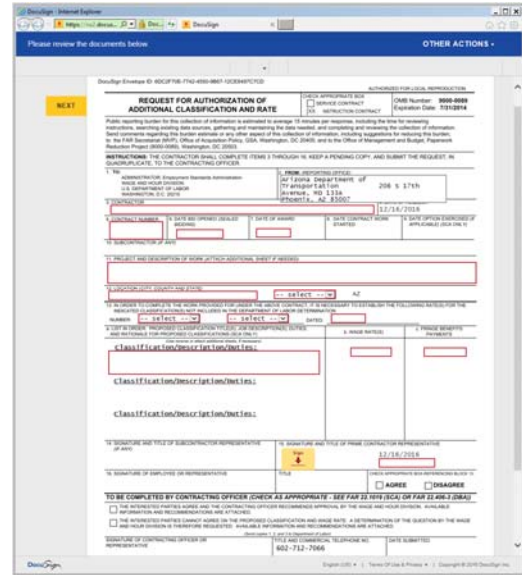
Name:

Email:

**Begin Signing**

**Step 4:** DocuSign sends an email so that you can begin filling out the form. Follow the link in the email you received from DocuSign.

**Step 5:** Complete all fields and sign the form electronically. TIP: Box 5 is the TRACS number (example H123001C)



**Step 6:** The form is routed via DocuSign to ADOT Field Reports for processing. After Field Reports has signed the form in DocuSign, a copy is sent to the Prime Contractor, the ADOT Field Office (information entered in Step 3) and DOL.

**Things to consider before submitting a Conformance Request:**

- The work to be performed by the classification requested is not performed by a classification already listed in the wage determination; and
- The classification is utilized in the area by the construction industry; and
- The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- The proposed classification cannot be a trainee or apprentice.
- The proposed classification cannot be the result of combining duties from two or more existing classifications on the wage determination. You must submit a separate conformance for each classification.



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When a Conformance Request is received by Field Reports, the project information is verified. Occasionally, corrections need to be made by Field Reports staff for minor changes such as bid date. In instances such as this, after the necessary correction is made, the document is sent back to all signing parties for initials.

After the Conformance Request has been signed, the classification(s) is added to a project's wage decision and is available to be used. The request is then forwarded to DOL for approval. Until DOL's approval is received it is assumed that the proposed rate is the final rate. If DOL determines a higher rate is required, the contractor is required to pay back wages owed to the employee(s).

All classifications may be used by any contractor on the project regardless of who requested the classification. The first company to request a classification sets the rate. After a classification has been added, a new rate may not be requested to replace it.