Conformance Request Instructions—Subcontractor

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



Step 3: Click on the Conformance Request (SF1444) Form link for Subcontractor

PowerForm Signer Information Conformance Request using Decodign. Subcontactor needs to fill in their Reme and remid address. The Pitine will fill out the Field Office information. Please enter your name and email to begin the signing process. Your Role: Subcontractor Your Name: Vour Email: Please provide information for any other signers needed for this document. Role: Contractor Name: Email: Katherine Aragon Email: FidRpts-ConfRqsts@azdot.gov Role: ADOT Field Office (Subcontractor - Please Ignore) Name: ADOT Field Office (Subcontractor - Please Ignore) Name: Email: Email:

Begin Signing

- A. Enter your name (Not the company name) and your email address
- **B.** Enter the name of the contact at the Prime Contractor and their email address
- **C.** Click on the 'Begin Signing' Button

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)

| | nol dense. (D • 🐞 Dec. 49 🗶 Decelops (c) | | |
|------------------|--|--|--|
| lease review the | documents below | | OTHER ACTIONS |
| | | 1 | |
| | Decidige Envelope ED 3EA2TSAG-4TGR-4F36-9G31-AF46FB41851A | A17 | NORSED FOR LICEN REPRODUCTION |
| NEXT | REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE | DECK APPROPRIATE SOR | CMS Number: 8000-0089 Expressor Date: 7/31/2014 |
| | Public searchy begins for this conduction of information is estimated to energia IT formission are required, including the time for executing in- stance, and including executing determinations and public good in-market propriet for distinguished, consisting and oriented to eligibility of information, in- stance, and including a second public propriet in the contract of the contract public propriet in the contra | | |
| | INSTRUCTIONS: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH HE KEEP A PENDING COPY, AND SURRET THE REQUEST, NE QUADRUPLICATE, TO THE CONTRACTING OFFICER. | | |
| | ACREMIC TRACTOR, CONSTITUTION CONTROL AUTOMOBION SHALL MICHAEL PROJECTS | Arizona Department of Transportation 200 S LTH Avenue, MD 133A Phoenix, AZ 85007 | |
| | TOWNSHIP 12/19/2016 | | |
| | A DESCRIPTION ASSESSMENT OF SAFE OF A SOCIATED | B. DATE CONTRACT IN STAFFEE | |
| | THE EAST OFFICE PARTY. | | |
| | TO PROJECT AND INCOMPLETE OF HOME ACTIONAL SHEET A MICEORY | | |
| | | | |
| | TO AN OPCION TO COMPLETE THE MORN PROVIDED FOR LINCOIS THE ABOVE MERCATED CARBOTICATIONS NOT AND LINCOIS THE DEPARTMENT OF MARKET | LAKOR DETERMINATION DATEG | |
| | PERCAND CARDING FORES NOT NELECTOR THE DEPARTMENT OF STATE NUMBER - PROPOSES CLASSIFICATION TYCEOUR SELECTOR/FOR AND REFORM A TITLE PROPOSES CLASSIFICATIONS SEA ON TO | CONTRACT IT IS INCCUSSION TO ESTIMA. LABOR DETERMINATION SAFES | |
| | PRINCIPLE CARDINATIONS WIT NULLESS IN THE EXPANSION OF | CONTRACT, IT IS INCCUSSION TO ESTIMA. LAKER SETEMBRANCO. SANSS | Toront Marris |
| | AMERICANO CLASSIFICATIONS NOT MICLIOSO IN THE EXPANTAGIN OF MARKET 3. DITTS ORDER THE PROSECT CLASSIFICATION THE DIST, 2013 SECREPTION AND INTERNAL PURPOSECT CLASSIFICATIONS FOR ONLY. | CONTRACT, IT IS INCCUSSION TO ESTIMA. LAKER SETEMBRANCO. SANSS | Toront Marris |
| | security control contr | CONTRACT, IT IS INCCUSSION TO ESTIMA. LAKER SETEMBRANCO. SANSS | (b) 1 France (ModPh) MONOCOPS |
| | Security Control Contr | CONTRACT TO A MICROSOPH TO ESTIMA. DATE: D | (b) 1 France (ModPh) MONOCOPS |
| | THE CONTROL OF THE CO | CONTRACT P A MICHIGANI TO SETTING. UNITED UNITED L TOTAL A MICHIGANI A MICHIGANI A MICHIGANI L MICHIGANI A MIC | (b) 1 France (ModPh) MONOCOPS |
| | THE COLUMN OF THE PERSON OF TH | CONTRACT P A MICROSOPP TO ESTIMATE TO A MICROSOPP TO ESTIMATE TO A MICROSOPP TO ESTIMATE TO A MICROSOPP TO A MI | ALCOM PROGRESSONS |
| | THE CONTROL OF THE CO | CONTROL FOR ACCUSANT TO STATE | AND STREET |

- **Step 6:** A. *Prime Contractor* receives notification via DocuSign that the Subcontractor has completed their portion.
 - **B.** *Prime Contractor* follows the link in the email from DocuSign.
 - **C.** *Prime Contractor* enters ADOT Field Office contact information.
 - **D.** *Prime Contractor* completes remaining fields on the form and signs it.
- **Step 7:** 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 6C) and DOL.



Conformance Request Instructions—Subcontractor

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.

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.