

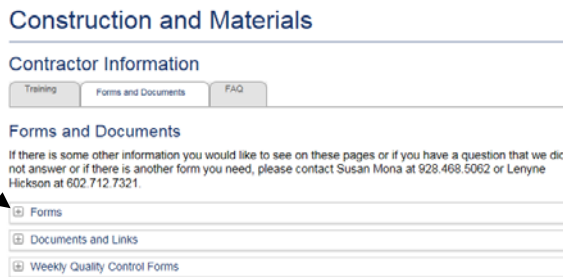
Conformance Request Instructions—Subcontractor

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 DocuSign. Subcontractor needs to fill in their Name and email address. Then fill in the Prime contractor's Name and email address. The Prime will fill out the Field Office information.

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

Your Role:

Your Name:

Your Email:

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

Role:
Contractor

Name:

Email:

Role:
ADOT Labor Compliance Officer

Name:

Email:

Role:
ADOT Field Office (Subcontractor - Please Ignore)

Name:

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)



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.



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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.