

## Subcontract Approval Procedures

### Agency Documents Reviewed By ADOT LPA Section

- Subcontractor Approval Procedures
- Subcontractor Request Form or equivalent

Submit to ADOT LPA Section before April 30, 2019

### Assessment Questions

Question	Y/N	Document, Page, Paragraph
Do the Subcontractor Approval Procedures require the subcontract include the following, as applicable:		
ADOT project number?		
Executed date?		
Correct name of prime or higher tier company?		
Correct name of subcontractor?		
Signature of prime or higher tier and subcontractor with dates and titles?		
Record retention language?		
Language regarding compliance with federal and state immigration laws and regulations?		
EEO Clause?		
Form FHWA-1273?		
Title VI Assurances, and Appendices A and E?		
USDOL OFCCP EEO Clause, Notice of Requirement for Affirmative Action (Exec. Order 11246) and EEO Contract Specifications (Exec. Order 11246)?		
Project Wage Determination?		
DBE Contractor Compliance Agreement Assurances?		
Do the Subcontractor Approval Procedures require:		
For committed DBE subcontractors, verification that the subcontract amount is equal to or greater than the DBE committed amount?		
Verification that the subcontractor has an ROC license for the work to be performed, if applicable, and is not suspended or debarred?		
Use of a Subcontractor Request Form or equivalent?		
Verification that information on the Subcontractor Request Form or equivalent matches the information in the subcontract (i.e., bid item, dollar amount)?		

See **Appendix B** for additional resources.

Prepared by:	
Signature	
Printed Name	
Title	
Date	

Reviewed by:	
Signature	
Printed Name	
Title	
Date	