

Purpose: *In accordance with USDOT Code of Federal Regulations 49 CFR Part 26 and ADOT Standard Specifications*

Scope: This process is to ensure that the Prime Consultant add their subconsultant into DOORS within 15 calendar days and report payments to their subconsultant that performed work on a project

Important Things to Remember:

- Review in your contract Section 4.33 Subcontracts
- Verify you are selecting the correct subconsultant
- Ensure to upload the subcontract agreement before completing the process
- Reporting payments to DOORS to assist in meeting the overall DBE Goal of 12.89% ,set for FHWA funded projects on both construction and professional service.

Documents Needed: A signed Subconsultant Agreement

To add a subconsultant to a contract

1. From the **Contract Management** page, click the **Subs** tab.

Contract Management

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#) [Compliance Audit Summary](#) [Messages](#) [Comments](#) [Reports](#)

Arizona Department of Transportation
F555501C: IO Mile Hill
Prime: VendorADOT2

2. Click the **Add Subconsultant** button.

Subcontractor List

No subcontractors assigned to this contract.

[Add First Tier Subcontractor](#)

Add First Tier Subcontractor

3. In the **Vendor** field, type the name of the vendor and select it from the list, or click **Get Vendor** and complete a search for the firm.

- **Vendor:** Select a vendor to auto-populate vendor information.
- **Vendor Compliance Contact:** Select a compliance contact.
- **Vendor Address:** Select the vendor's address.

Vendor Information	
VENDOR*	Get Vendor from vendor database
Applicable Vendor Certifications	
Assign a vendor and click to refresh certification list.	

4. Fill in the **Subcontract Information** box.

- Subconsultant Tier: Select the firm to which the vendor reports (verify you select the correct subconsultant).
- Subcontracted Percent/Amount: Specify the amount for the vendor.
- Include in Compliance Audits?:
 - Yes subconsultant is active
 - No No for tracking payments.
- Count Towards Certified Goal: If Yes, select the type.
- Type of Participation: Select the item that reflects the vendor's type of participation for the contract.
- Work Description: Enter the type of work performed.
- Work Start Date: Specify the date on which the actual work began.
- Work Codes: Add codes, as needed.
- Subcontract Award/Commit date:
- Estimated Work Start Date: Specify the date on which the actual work began.
- Estimated Work End Date: Specify the date on which the actual work ended.
- Add vendor to existing audits for this contract?: If Yes, the firm is added to prior audits so that payments can be back entered.
- Reference Identifier: Add information that displays on the subcontractor lists.

- Attach File(s): Attach your Subconsultant Agreement*
*If Subconsultant Agreement is not upload, the request will be denied

ATTACH FILE(S)

Attach File

- Comments: Add the action needed for your request

5. Click Review and verify the information.

6. Click Save.