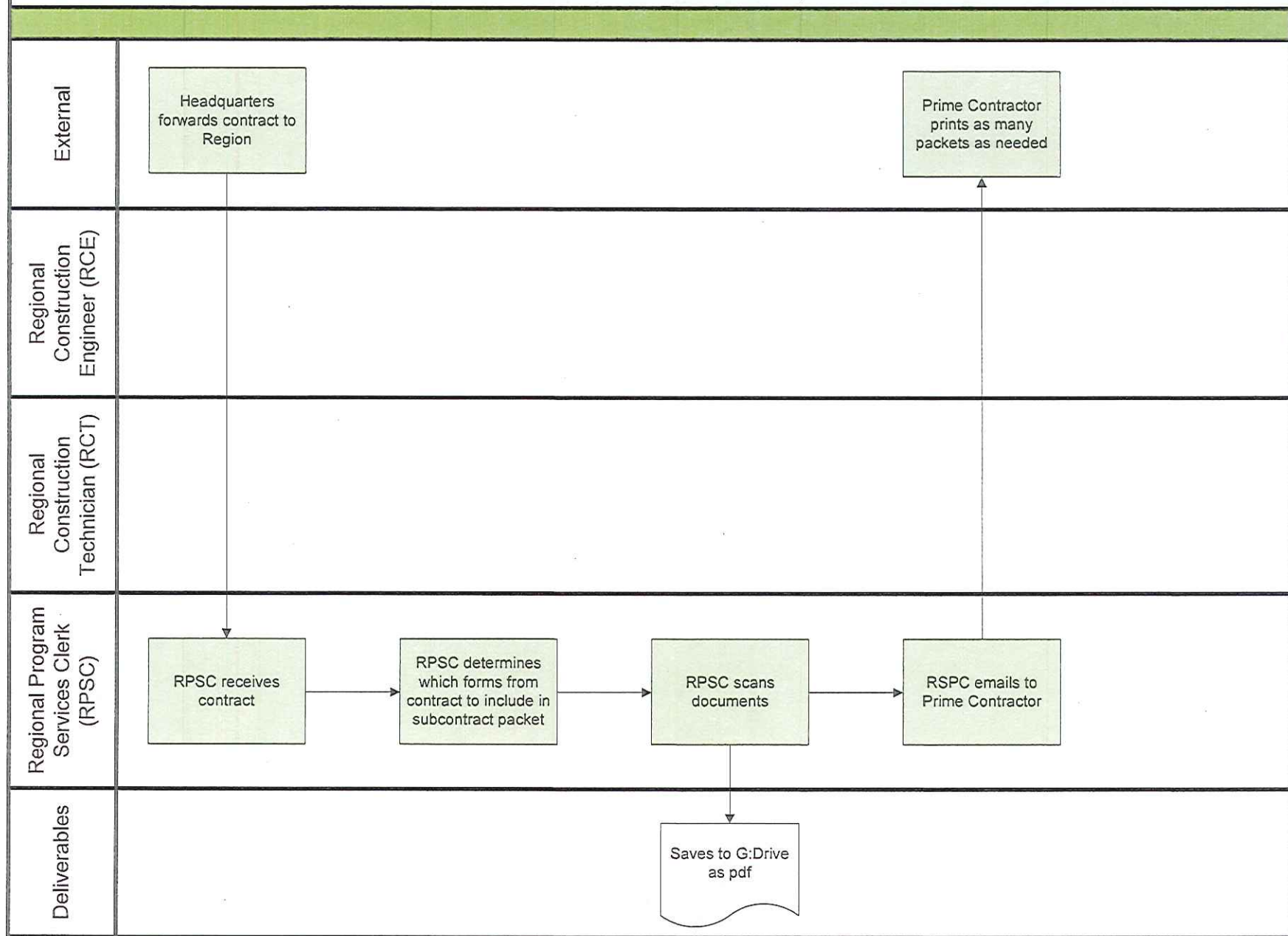


{
Tab 22
}

Subcontract Packet Preparation Process



Subcontract Packet Preparation Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Step Details / Step Aides	Key Activities	Points of Interest
1. Headquarters forwards contract to Region		Headquarters forwards contract to Region	
2. Regional Program Services Clerk receives (RPSC) contract		RPSC receives contract	
3. Regional Program Services Clerk (RPSC) determines which forms from contract to include in subcontract packet		RPSC determines which forms from contract to include in subcontract packet	
4. Regional Program Services Clerk (RPSC) scans documents		RPSC scans documents	
5. Regional Program Services Clerk (RPSC) emails to Prime Contractor		RPSC emails to Prime Contractor	
7. Prime Contractor prints as many packets as needed		Prime Contractor prints as many packets as needed for the subcontractors and then the Subcontract Process begins	
Deliverables	Step Details / Step Aides	Key Activities	Points of Interest
a. Saves to G:Drive as pdf		Saves to G:Drive as pdf	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: SPPP1 – Documents to Include in a Subcontract Packet

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

The *Subcontract Check-Off Sheet* along with the following documents will be included in a Subcontract Packet and emailed to the Prime Contractor:

1. FHWA-1273 (Federal-Aid Contract Provisions)
2. CA-26 (Standard Federal EEO Construction Contract Specifications)
3. CA-26A (Contractor Workforce Reporting Requirements)
4. Contractor Monthly Utilization Report form
5. Instructions for Filing the Monthly Utilization Report form
6. Contractor Cumulative Monthly Utilization Report form
7. Instructions for Filing the Cumulative Monthly Utilization Report form
8. Workers Compensation form
9. CA-101 (Labor and Truck Rates)
10. CA-110 (Disadvantage Business Enterprise (DBE) Policy Contract Requirements)
11. Davis-Bacon Wage Rates (for each county covered by the project)
12. CA-163 (Certification for Fed-Aid Contracts)
13. CA-109 (Blank EEO Certification Form)

There may be less common documents found in some contracts that will need to be sent as part of a Subcontract Packet; such as:

1. CA 114 (Training Special Provisions)

Points of Interest:

- It is necessary to use the version of forms (Rev date) that are found in the contract.