

Contracts - New Assignment/Amendment Checklist

Part 1: Consultant (submit this form with proposal to MassDOT PM)

Consultant Name:

Contract No:

Assignment No:

Amendment No (if applicable):

Contract Manager:

Contract expiration date:

Pre-qualification expiration date:

MassDOT Project No:

MassDOT Project Manager:

- ☐ Cover letter, scope of services & WHE are included
- ☐ For funds that need to be encumbered, please include the Fiscal Year breakdown of the requested funds: ex: \$XX in FY 2026, \$XX in FY 2027, remainder in FY 2028 in cover letter.
- ☐ MSA Assignment number/On-call contract number and amendment number (if applicable) are correct.
- ☐ Maximum Obligation for the prime consultant and any sub consultants is not rounded up or down.
- ☐ Any sub consultants used for professional A&E services have a scope and workhour estimate (their fee is not submitted as a lump sum).
- ☐ Mean salary rates conform with rates shown on HED-640s in contract.
- ☐ Indirect cost rates conform with rates included in contract special provisions.
- ☐ Mileage reimbursement rate conforms with rate included in contract special provisions.

Part 2: Project Manager (submit this form with proposal to Contract Manager)

- ☐ Special Engineering is requested.
- ☐ I have negotiated, reviewed and approve of this proposal.