

Connecticut DOT

Number: CB-2022-5

Office of Construction

Date: October 31, 2022

## CONSTRUCTION BULLETIN

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Division Chief

### **Electronic Submissions for Requests to Subcontract Documents**

This bulletin supersedes [CB-2022-2](#). In accordance with [ECD-2022-1](#), all Requests to Subcontract (CLA-12) documents related to construction projects shall be sent to the Division of Construction Operations (DCO) through COMPASS as detailed below.

Effective 11/15/2022 for all projects, Prime Contractors are to submit CLA-12s through COMPASS, eliminating the Contractor entered CLA-12 information in AASHTOWare Civil Rights.

The Prime Contractors will be required to submit all CLA-12s through COMPASS, using the following naming convention: “**0000-0000 CLA-12 subcontractor name**” (limit of 50 max characters). All COMPASS sites should be updated to include the DCO designated contact person, as the owner of CLA-12 submittals. (Until a centralized contact list is established, please contact the DCO Transportation Engineer III responsible for subletting and civil rights related matters to obtain the contact’s name.) The latest CLA-12 forms may be found [here](#). Paper submissions will no longer be accepted.

The Office of Construction district personnel responsible for administering construction projects should inform all contractors with active projects of this update.

Questions related to this matter should be coordinated with Jennifer Sweeney.