



Connecticut DOT

Number: CD-2022-5

Bureau of Engineering and Construction

Date: November 21, 2022

## CONSTRUCTION DIRECTIVE

DocuSigned by:

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 Construction Administrator

### Electronic Submissions for Modification to Pre-Award Commitments for CTDOT Administered Projects

Effective immediately and in accordance with [ECD-2022-1](#), all requests to modify Pre-Award Commitments (PACMOD requests) related to Construction Projects shall be sent to the Division of Construction Operations (DCO) through COMPASS using the latest “Request to Modify the Pre-Award Commitment Work Assigned to a Disadvantaged Business Enterprise (DBE)” (CRD15-1) form with required documentation. The latest CRD15-1 form and guidance, can be found on the [CTDOT Subcontracting page](#). Paper and email submissions will no longer be accepted.

In accordance with the Construction Contract, DCO approval is required prior to any PACMOD that reduces a Pre-Award Commitment subcontractors participation including reductions, deletions, terminations, commercial useful function issues, or others.

District staff should inform Prime Contractors that all PACMOD requests are to be submitted through COMPASS as a **Civil Rights** submittal using the following naming convention:

**“0000-0000 PACMOD subcontractor name”** (limit of 50 characters maximum)

The CRD15-1 form must be accompanied with all written backup documentation as PDF file(s) (not PDF packages).

The District Equal Employment Opportunity (EEO) Coordinator or their designee must review and initial the CRD15-1 form in the designated area to confirm the reason and that the PACMOD request package is complete based on the requirements of the instructions. If the District representative cannot confirm the reason or the package is not complete, they should coordinate with the contractor and/or DCO project engineer or their designee, to resolve outstanding issues. The coordinator will then transfer ownership of the PACMOD request to the DCO designated contact person. The Coordinator shall contact the DCO Transportation Principal Engineer (Civil Rights) for the contact's name.