

OMF-1A (Sublet Request) and OMF-2A (EEO Certification)

ONLINE SUBMITTAL USER MANUAL



1. Login Screen

Each Prime Contractor must login just as they do for the on-line bidding process and the CS-6AAA electronic form with the same login ID and password.

License – 5 digit Bidder License number on file with DOTD

Password – Last 4 digits of your tax payer ID




If prime has multiple addresses a bulleted list of their locations will pop up for selection.

Select	Company	Location
<input type="radio"/>	G, J & J CONSTRUCTION CO., LLC.	HARVEY LA 70058
<input type="radio"/>	G, J & J CONSTRUCTION CO., LLC.	FRANKLINTON LA 70438
<input type="radio"/>	G, J & J CONSTRUCTION CO., LLC	BOUTTE LA 70039
<input type="radio"/>	G, J & J CONSTRUCTION CO., LLC	BATON ROUGE LA 70809



2. Main Navigation Screen

Once the prime logs in, they will be directed to the main navigation page. This page has multiple sections. Each section can be hidden or shown by clicking on the +/- signs on the left of each section.

☐ Saved Sublet Requests (Not Submitted) or Reviewed (Not Approved) Sublet Requests

Edit OMF	Project	Project Name	Subcontractor Name	License	Status	Last Updated Date
	H 001392.6	LA 23: Ravenna Rd-2.4 Mi S Orange Ln	FORBY CONTRACTING, INC.	21962		
	H 008309.6	LA 50 Drainage/Safety Improvements	JOHN BAILEY, INC.	36384	Saved	2/27/2012
	H 008309.6	LA 50 Drainage/Safety Improvements	JOHNSON, BARBARA	32885	Saved	2/27/2012

☐ Approved Sublet Requests Within Last 2 Weeks and All Submitted Pending Requests

View OMF	Project	Project Name	Subcontractor Name	License	Status	Approved Date	Approved By
	047-02-0033	Continuous Center Turnlane in Franklinton	JOHNNY WILLIAMS PLUMBING	37552	Pending		
	H 008309.6	LA 50 Drainage/Safety Improvements	JOHN HARRIS CONSTRUCTION INC.	34885	Pending		

If there are no records in sublet request, the screen below will appear.

Request to Sublet and Extract of Subcontract

?

G, J & J CONSTRUCTION CO., LLC
 999 MAIN RD. ~ MANDEVILLE, LA 70471
 Gajajo@gmail.com

☐ SAVED SUBLET REQUESTS (NOT SUBMITTED) OR REVIEWED (NOT APPROVED) SUBLET REQUESTS

There are no pending sublet records to display.

☐ APPROVED SUBLET REQUESTS WITHIN LAST 2 WEEKS AND ALL SUBMITTED PENDING REQUESTS

There are no pending sublet records to display.

Prime's Projects

Projects

Select a project

a. Section 1 of Main Screen - Prime Contractor

The top section contains the prime's contact information.

Request to Sublet and Extract of Subcontract




?

G. J & J CONSTRUCTION CO. INC.
 99 Main St. ~ MANDEVILLE, LA. 70471
 GajaJo@gmail.com

b. Section 2 of Main Screen

This section contains Sublet Requests that the Prime is currently working on. These are requests that have been saved and not yet submitted to the Compliance Section – *status is 'Saved'*; requests that have been submitted to the Compliance Section and sent back to the prime to make changes - *status is 'Reviewed'*; or requests that have been entered but not saved – *status is blank*. This list contains only editable requests.

☐ Saved Sublet Requests (Not Submitted) or Reviewed (Not Approved) Sublet Requests

Edit OMF	Project	Project Name	Subcontractor Name	License	Status	Last Updated Date
	H.001392.6	LA 23: Ravenna Rd-2.4 Mi S Orange Ln	FORBY CONTRACTING, INC.	21982		
	H.008309.6	LA 50 Drainage/Safety Improvements	JOHN BAILEY, INC.	36384	Saved	2/27/2012
	H.008309.6	LA 50 Drainage/Safety Improvements	JOHNSON, BARBARA	32885	Saved	2/27/2012

c. Section 3 of Main Screen

Section 3 contains sublet requests that the prime has submitted to the Compliance Section. They can see requests that are pending or requests that have been approved in the past 2 weeks. In this section the prime can only print out the OMF form. The approved requests will only be displayed for 2 weeks after the approved date.

☐ Approved Sublet Requests Within Last 2 Weeks and All Submitted Pending Requests

View OMF	Project	Project Name	Subcontractor Name	License	Status	Approved Date	Approved By
	047-02-0033	Continuous Center Turnlane in Franklinton	JOHNNY WILLIAMS PLUMBING	37552	Approved	06/12/2013	E1310
	H.008309.6	LA 50 Drainage/Safety Improvements	JOHN HARRIS CONSTRUCTION INC.	34885	Pending		

d. Section 4 of Main Screen

The Projects' section lets the prime select an active project. An active project is one that has a contract date and no acceptance date. If there is no contract date in our system or there is already an acceptance date, the project will not show up on this list.

Projects

Select a project

Prime's Projects

There is a selection in drop down list "Project Not Found" that can be selected if project is not found in the list.

Projects

Select a project

Prime's Projects

The prime can send an email message to the Compliance Section stating what project they are having issues with. The email will have a "From" address showing the prime's email address located at the top of the navigation page.

Prime's Projects

Projects

Enter message below regarding missing project.
 This message will be emailed to LA DOTD Compliance Section:

Once a project is selected, this section will appear. It has all of the project information such as project, prime contractor, subcontractor totals and DBE/SBE totals. The prime can either add a new Subcontractor or view Subcontractor history. Data cannot be edited on this screen.

☐ Project Information - H.001054.6

PROJECT:
 FEDERAL NO.:

PROJECT NAME:

PARISH:
 GOAL TYPE: DBE GOAL FED

PROJECT ENGINEER:
 DBE GOAL %:
 FEDERAL %:

CONTRACT DATE:
 PROJECT AGREEMENT DATE:
 WORK TYPE:

PRIME CONTRACTOR

NAME:

TAX ID:
 LICENSE:

CONTACT:
 PHONE:

EMAIL:
 FAX:

TITLE:

SUB CONTRACT TOTALS

	REQUESTED	%	APPROVED	%
SUBLET AMOUNT:	<input type="text" value="\$181,973.55"/>	<input type="text" value="11.35"/>	<input type="text" value="\$181,973.55"/>	<input type="text" value="11.35"/>
SUBLET LIMIT:	<input type="text" value="\$827,681.42"/>			
CONTRACT AMOUNT:	<input type="text" value="\$1,601,910.99"/>			
APPROVED:	<input type="text" value="\$1,655,362.84"/>			

DBE SUB CONTRACT TOTALS

	REQUESTED	%	APPROVED	%
COMMITTED:	<input type="text" value="\$112,376.20"/>	<input type="text" value="7.01"/>		
CREDIT FOR GOAL:	<input type="text" value="\$110,884.80"/>	<input type="text" value="6.92"/>	<input type="text" value="\$110,884.80"/>	<input type="text" value="6.92"/>
PAID FOR GOAL:			<input type="text"/>	<input type="text"/>

If the Subcontractor History page is selected, a list of all of the approved subcontractors appears. When you click on the link by each subcontractor name, the list of approved items will show.

Subcontractor History							
Project	Contract Amount	Approved Amount	Sublet Approved	Specialty Item Limit	Committed Amount	Contract Dt	Acceptance Dt
H.009108.6	\$146,464.00	\$149,008.40	\$24,397.26	\$0.00	\$0.00	2/20/2012	

	Subcontractor Name	License	Sublet Total	Approval Date
Select	R. M. WINCHELL COMPANY, INC.	20617	\$12,745.86	3/23/2012
Select	LAMAY GROUP, LLC	36764	\$2,150.00	3/26/2012
Select	HIGHWAY GRAPHICS INC.	24518	\$5,976.00	4/09/2012
Select	TRAFFIC SOLUTIONS, INC.	00164	\$3,525.40	4/11/2012

Add New Sub

3. OMF Edit Page

Once the prime contractor selects or deletes an existing request or adds a new subcontractor they will be directed to this page. At this point they will enter a sub and assign items to subcontract.

⊕ Project Information - H.009125.6

* Enter Sub Contractor Name or Tax Id:

Select

The top section contains the project information. It is the same information that was displayed on the previous screen. By clicking on the + sign this section will expand to show all the information needed as shown below. Fields with white background can be edited on this screen.

Project Information - H.009108.6

PROJECT:	H.009108.6	FEDERAL NO.:	
PROJECT NAME:	Left Turn Lane US 11 at La 41 & La 3081		
PARISH:	52 St. Tammany	GOAL TYPE:	
PROJECT ENGINEER:	MCCASKILL, LACEY	DBE GOAL %:	
CONTRACT DATE:	2/20/2012	PROJECT AGREEMENT DATE:	
		FEDERAL %:	
		WORK TYPE:	

PRIME CONTRACTOR

NAME:	G, J & J CONSTRUCTION CO., LLC.		
TAX ID:	111111112	LICENSE:	12345
CONTACT:	JASON LATIOLAIS	PHONE:	985-795-8239
EMAIL:	dionnep@aol.com	FAX:	(504)569-3100
TITLE:			

SUB CONTRACT TOTALS

	REQUESTED	%	APPROVED	%
SUBLET AMOUNT:	\$24,397.26	16.65	\$24,397.26	16.65
	SUBLET LIMIT:		\$74,504.20	
	CONTRACT AMOUNT:		\$146,464.00	
	APPROVED:		\$149,008.40	

DBE SUB CONTRACT TOTALS

	REQUESTED	%	APPROVED	%
COMMITTED:				
CREDIT FOR GOAL:				
PAID FOR GOAL:				

a. Subcontractor Selection


To add a subcontractor, choose the subcontractor name from a drop-down box then click on the Select button.

When entering the subcontractor name or tax id a list of possible subcontractors appears in the list box.

When you enter at least three digits or letters of any part of the name or tax id, a dropdown selection list of subcontractors will appear that matches the input. Choose a subcontractor then click on the Select button. **PLEASE NOTE: If you cannot find the subcontractor that you are looking for, you must contact the Compliance Section at (225) 379-1382.**

Once the subcontractor is selected the Sub's information is displayed. This is editable for the OMF-1A form. If the sub selected is a DBE/SBE Commitment listed on the approved CS-6AAA, the "Load Commitment Items" button appears. If not, no button will appear.

* Enter Sub Contractor Name or Tax Id:



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Sub Contractor Information - ALPHA SERVICE AND PRODUCTS, INC.

SUBCONTRACTOR

ALPHA SERVICE AND PRODUCTS, INC.

PHONE NO.

(318)872-5611

FAX NO.

(318)872-5616

NAME OF OWNER (use only if company is a Sole Proprietorship)

JANET LILLEY

ADDRESS

6925 HWY 175

LICENSE NO.

12345

FRIERSON

LA

71027

FEDERAL TAX I.D.

111111112

TITLE

Load Commitment Items

* Select Item:

Select an Item

Select

b. Select Items:

After the subcontractor is chosen, the prime can assign items to the subcontract. Select an item from the list then click on the Select button. The quantity and unit price can be changed on each item. The edited quantity cannot be greater than the original quantity on the contract. The total price is automatically calculated using the quantity and unit price. To delete an item from the subcontract click the **X** symbol.

Below the table of items are running totals of the selected items. The Sublet total is the total price minus the Specialty items total. If sublet total > \$10,000 and it's a federally funded job, the 'OMF-2A Required' checkbox will automatically be checked.

* Select Item:

Select an Item

Select

	Item	Item Line Number	Item Description	Alt Letter	Alt Choice	Specialty Item	Quantity	Unit Price	Total Price
X	701-03-01060	0011	Storm Drain Pipe (30" RCP/PP)			N	524.000	74.0000	\$38,776.00
X	702-02-00400	0020	Manholes (R-CB-32) Sta. 79+59			N	1.000	7000.0000	\$7,000.00

Sublet Total: \$45,776.00

3.20 %

OMF-2A Required ☒

Specialty Items Total: \$0.00

If the sublet total is > \$50,000 the subcontractor needs to have a valid license number with the exception of electrical, mechanical and plumbing which are required to have a license if work is in excess of \$10,000. If the sublet total is > \$50,000 while adding sublet items and the subcontractor's license number is not numeric (i.e. 00123), the firm does not have the **required** license and **cannot be used over the amounts above**.

The subcontractor information section will open and the license number will be highlighted too. The license number can be edited at this time. The request can be saved even if the license number is not changed. Please note that if the request is > \$50,000 and there is no valid license then your request will not be approved.

Once all of the information is filled out a row of buttons will appear.

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Delete

Save

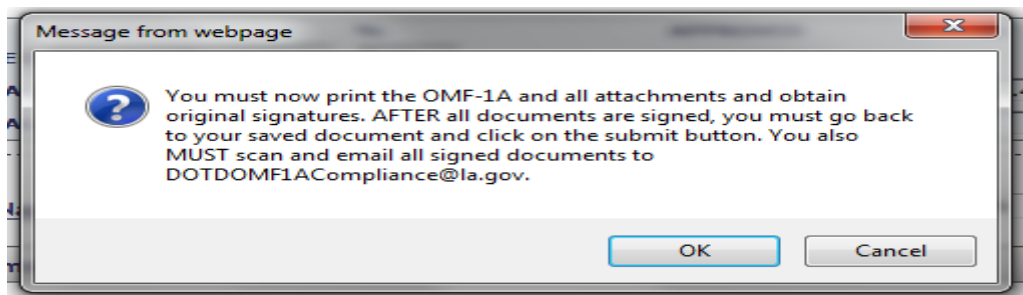
Print

Submit

New SubLet

This allows the prime to save this sublet request, print a preview, submit to the Compliance Section, or create a new Sublet request. If the request has been saved, a delete button, print button, and submit button will be enabled, letting the prime delete that request, print the OMF-1A form, or submit the request to the Compliance Section. The request should be submitted after acquiring signatures on forms, scanning forms and sending back to Compliance Section via email. Once an item is added to the subcontract or changed, the request is automatically saved with a blank status.

When you click on the SAVE Button the below popup will appear:

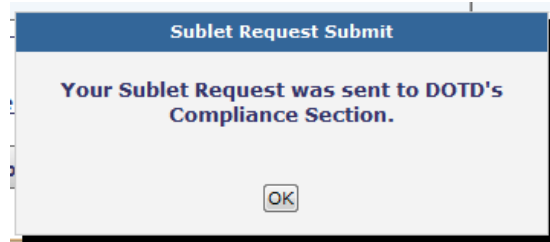


When you click on the PRINT Button: the completed OMF-1A form in PDF format will be displayed in a new window. The Print Form button will not be enabled until the Request is saved.

When you click on the SUBMIT Button the below popup will appear:



When you click “OK” – the following pop- up will appear:



After a request is submitted to the Compliance Section it cannot be changed, unless it is sent back for review. At the time of submittal an email will be sent to a group of Compliance staff members to review and approve the subcontract. Once the Compliance Section Reviews the OMF-1A, you will either get a “revisions needed” or an “approval” email.

Sample of a REVISIONS NEEDED email:

The Sublet Request (OMF-1A) Form for project 4400004596 has been reviewed and needs the following revisions before it can be approved. Please remember the Sublet Request must be approved by the Compliance Program Office before any subcontractor can perform work on the subject project.

resent per Prime's request.

Click Link: <https://wwwapps.dotd.la.gov/Administration/Compliance/OMFWeb/EditRequest.aspx?ReqId=2732>

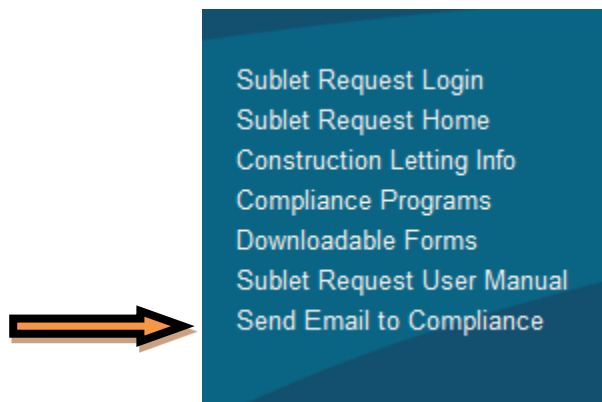
You must click on the link and make revisions and re-submit to Compliance. Decisions will be made on a case by case basis as to whether the OMF-1A (and OMF-2A, if necessary) will need to be re-signed by the Prime and/or Subcontractor.

Sample of an APPROVED email:

The Sublet Request (OMF-1A) Form for project H.008008.6 for Subcontractor FBL & ASSOCIATES, INC. has been reviewed and approved by the Compliance Programs Office.

IN SUMMARY:

Once the sublet request is saved, you must print it out, along with all attachments, and obtain original signatures. After all documents are signed, the prime must go back to the saved document and click on the Submit button. At that time, you also **MUST** scan and email all signed documents to DOTDOMF1ACompliance@la.gov. The prime can click on 'Send Email to Compliance' on the side menu as shown below, attach documents, and send.



If the sublet needs to be unapproved or you have any questions, do not hesitate to contact the Compliance Programs Section at (225) 379-1382.