

**NORTH CAROLINA**  
Department of Transportation

## DCHC MPO presentation



High Level Overview for DCHC MPO.  
Federal funds overview

October 10, 2023

Transportation Planning Division

# Include your TPD coordinator throughout the procurement process

- Remember to include your TPD coordinator (Julie) in the:
  - review of draft scope
    - Eligible work, not more than 10% design, etc
  - review of your RFLOI
    - Evaluation Criteria, selection of correct discipline codes
  - consultant selection process and selection team
  - Draft cost proposal and draft contract review
    - OIG review **prior to** entering into (executing) contract

# Prequalification info for consultants

The screenshot shows the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The navigation menu includes 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. A search bar is located on the right. Below the main navigation, there is a secondary menu with 'Prequalify' highlighted, along with other categories like 'Small Business', 'Consultants', 'Directory of Firms', 'Trucking', 'Fleet & Material Mgmt', 'DMV', 'Public Trans', 'Purchasing', and 'ROW'. The main content area is titled 'NCDOT Prequalification Requirements' and includes a breadcrumb trail: 'Connect NCDOT > Doing Business > Prequalify'. The page is divided into two columns: 'Prequalification' and 'Helpful Links'. The 'Prequalification' column contains text explaining the necessity of prequalification and the steps to become prequalified. The 'Helpful Links' column lists various resources such as 'NCID Registration', 'Access Request to Application', 'Prequalification Application', 'Consultant Discipline Codes', 'Contractor Work Codes', 'Directory of Firms', 'Helpful Documents', and 'Board of Engineers'.

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Home Help Team Sites

Doing Business Bidding & Letting Projects Resources Local Governments Search...

Prequalify Small Business Consultants Directory of Firms Trucking Fleet & Material Mgmt DMV Public Trans Purchasing ROW

## NCDOT Prequalification Requirements

You must prequalify your business before working with NCDOT.

Connect NCDOT > Doing Business > Prequalify

### Prequalification

Prequalification is necessary to ensure that a vendor has sufficient ability and experience to perform the work specified on NCDOT contracts. Once prequalified, vendor information and qualifications are listed in the Department's **Directory of Firms**.

Before you can become prequalified, your company must be registered in good standing with the Secretary of State or **receive a Certificate of Authority** with the Secretary of State if it is an out-of-state company. Search for your **firm's name here**.

The Prequalification application is online and if you are a new, you will need to follow the three (3) steps below to start your application. If you have already submitted an application before, you only need to update your existing application after logging back in (steps 1 & 2 not necessary). **Do not create a new one.**

1) **Acquire NCID.**

### Helpful Links

- 1) [NCID Registration](#)
- 2) [Access Request to Application](#)
- 3) [Prequalification Application](#)
- [Consultant Discipline Codes](#)
- [Contractor Work Codes](#)
- [Directory of Firms](#)
- [Helpful Documents](#)
- [Board of Engineers](#)

[Link to NCDOT's Prequalification web page](#)

# For consultants to register with CRS

(Consultant Rate System)

[CRS Preparation and Access memo](#)

[CRS Help document](#)

[CRS Access  
Authorization  
Request Form](#)

Consultant Rate Schedule System  
May 22, 2019  
Page 2


the same person for multiple prequalified vendor locations, if applicable). While some firms may have multiple offices in North Carolina, many are prequalified under a single office (Vendor Number). CRS receives prequalification data from the Prequalification System for each Vendor Number. Firms should reference the "[Private Engineering Firms - Steps to Prepare for the NCDOT Consultant Rate System](#)" for more information on how to prepare.

The critical initial step to begin the CRS process is that the firm must determine a "CRS User" responsible for maintaining overhead, cost of capital, and salary rates in CRS. To begin the CRS process, the firm's "CRS User" should complete the "[Consultant Rate System \(CRS\) Access Authorization Request Form](#)" and submit the form as directed in order to be granted access into CRS. Once access is granted to CRS, the firm's "CRS User" may enter the firm's rates for approval by NCDOT's Office of Inspector General (OIG). It is suggested that firms request access at least two months prior to the prequalification expiration month to allow sufficient approval time, especially for the initial data entry period.

Please plan to prepare your firm's staff information, rates and responsibilities for entry during your firm's next Prequalification period. Pages 2 and 3 of the document "[Private Engineering Firms - Steps to Prepare for the NCDOT Consultant Rate System](#)" will help you in this process, and will also include Discipline References and Career Banding Terms required to appropriately define the NCDOT "Project Work Role" of each or your firm's staff members entered into the CRS system.

Please disregard this memo if your firm only does work for Local Government Associations or private entities within the state of North Carolina and your firm does not plan to do work for NCDOT or work on projects with state or federal funding through NCDOT.

If you have questions about the Consultant Rate System, please contact the Professional Services Management Unit by email at [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov).

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**Contact Information**

**For questions regarding CRS Application account creation, please contact Professional Services Management Unit (PSMU)**  
[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)



**For password resets and other CRS Application account issues, please contact SAP Support Services**  
919-707-2208  
[ebssupport@ncdot.gov](mailto:ebssupport@ncdot.gov)

**For Prequalification Application questions, please contact your company's Prequalification representative or**  
Prequalifications Management  
[prequal@ncdot.gov](mailto:prequal@ncdot.gov)

**Enterprise Business Services (EBS) External Access Request Procedure**

You must complete **both** steps to request EBS access:

1. Register for an NCID Account: <https://ncid.nc.gov>  
If you already have an NCID, continue with step 2
  - a. Click **Register!**
  - b. Select from the **Individual**
  - c. Complete the **New User Registration** process as directed.



**NCIDs must be for a specific individual!**

- ✓ Do not select Business.
- ✓ Enter **your** First, Middle and Last Name.
- ✓ NCIDs can be linked to multiple businesses/organizations in EBS
- ✓ Do not create an account on behalf of someone else.
- ✓ Shared business or organization NCIDs will not be accepted for EBS use.

**Connect NCDOT  
BUSINESS PARTNER RESOURCES**

Doing Business | Bidding & Letting | Projects | Resources | Local Govern

Prequalify | Small Business | **Consultants** | Directory of Firms | Trucking | Fleet & Materi

**Guidelines, Forms and Consultant Utilization**  
Resources for Consultants (guidelines, forms, and reports for doing business with NCDOT)

Home > Connect NCDOT > Doing Business > Consultants > Guidelines, Forms and Consultant Utilization

[These 3 documents found on NCDOT's web page:](#)

# On-call contracts – not exceed 5 years

- On-call contracts or **limited service agreements** (example: planning services on-call) **shall not exceed 5 years.**
- This includes the initial period plus all possible contract extensions.
- [23 CFR 172.9 \(a\) \(3\) \(i\)](#)

# On-call contracts, page 2

- There is no such thing as “MPO-wide” on call.
- Each jurisdiction has their own procurement procedures and has their own on-call.
- IE, One city can't procure for another city.

# OIG Review

- Prime and **all subcontractor rates** must be reviewed.
- **MPO should submit OIG's Review letter along with first study invoice** for NCDOT reimbursement.
  - This keeps these important documents as part of NCDOT's records (in SAP) and will assist the MPO in audits.

# DBE-IS form is **required**

(if consultant / vendor used that quarter or invoice period)

- List payments to consultants (or vendors) that occurred in the quarter.
  - Includes any payments from LPA to MPO-member jurisdictions
    - (for MPO eligible work they may be project managing)
- Be sure the form is signed.
  - (certifying the payments listed are accurate)
  - [PDF of DBE-IS form](#)
- **Only needed with invoices containing payments to consultants or vendors.**



# Example of OLD DBE-IS form

Be sure to sign and date

**State of North Carolina  
Department of Transportation  
Subcontractor Payment Information**

with Invoice To: Bheshad Norowzi  
North Carolina Department of Transportation  
Transportation Planning Branch  
1554 Mail Service Center  
Raleigh, NC 27699-1554

Obtain PO and WBS numbers from TPD each FY

Firm Invoice No. Reference  
NCDOT PO / Contract Number 7500017326  
WBS No. (State Project No.) 39225.1.10  
Date of Invoice \_\_\_\_\_  
Signed \_\_\_\_\_

Redacted for privacy

Redacted for privacy

Invoice Line Item Reference	Payer Name	Payer Federal Tax Id	Subcontractor / Subconsultant / Material Supplier Name	Subcontractor / Subconsultant / Material Supplier Federal Tax Id	Amount Paid Subcontractant / Material Supplier This Invoice	Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice
Jul-14	City of Greenville	[Redacted]	MioVision	[Redacted]	\$ 5,263.00	8/20/2014
Jun-14	City of Greenville	[Redacted]	Transmap Engineering	[Redacted]	\$ 29,458.67	8/29/2014
<b>Total Amount Paid to Subcontractor Firms</b>					<b>\$ 34,721.67</b>	

# Proof of Payment

- Evidence of Payment
- Copy (front and back) of cancelled checks, or
- Copy of bank statement showing where checks have cleared, or
- A EFT/ACH statement Electronic Fund Transfer / Automated Clearing House
- Why? - per 2CFR200.302 "...and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. "

# OIG letter – include in 1<sup>st</sup> invoice

If requesting reimbursement for consultant work:

- **On the first invoice reimbursement request to NCDOT (to the COG if you're a member agency performing the study), include the OIG review letter for the study/project.**
  - This will keep this vital piece of documentation stored in NCDOT's payment system and help you with audits.
  - Don't need to resend with subsequent invoices for the study.
- (in addition to the usual consultant invoices, statements of work, **DBE form**, and other invoice elements, etc)

# Special Study Narrative (in UPWP)

Special Study Narrative is not just the name of the study.

It should include the name of the study and provide:

- a short description of the study
- who will do the study (consultant or MPO staff).