



**Washington State
Department of Transportation**

CONSTRUCTION BULLETIN

State Construction Office
Multimodal Development & Delivery

**Force Account Daily Report & Force
Account Payment Business Process**

Bulletin #2025-04, Page 1 of 2

Date: May 1, 2025

Purpose

The purpose of this Construction Bulletin is to inform Contractors and WSDOT staff of the new Force Account Business Processes in Unifier. This construction bulletin applies to all contracts utilizing the WSDOT Unifier system.

Background

In accordance with Standard Specification 1-09.6, Force Account Work reimburses the Contractor for all costs associated with the Work, including costs of labor, small tools, supplies, equipment, specialized services, materials, applicable taxes and overhead and includes a profit commensurate with those costs.

WSDOT has utilized multiple tools for Force Account tracking and payment. Tools such as, the Force Account Application, Daily Report of Force Account Worked (DOT Form 422-008A), Report of Protested Work (DOT Form 422-007), and Excel documents. In an effort to create standardization, these tools will be replaced with Unifier.

WSDOT has implemented Unifier as the contract administration system. This system is designed to standardize business processes and to replace legacy systems with a single platform, ultimately increasing efficiency and streamlining contract management processes.

Guidance

The Force Account Daily Report (FADR) business process in Unifier is considered the standard form for use as the Daily Report of Force Account Worked and Report of Protested Work. Use of Daily Report of Force Account Worked (DOT Form 422-008A) and Report of Protested Work (DOT Form 422-007) will be discontinued for projects utilizing the Force Account business processes in Unifier.

The existing Force Account Application will be discontinued for projects utilizing the Force Account business processes in Unifier.



Implementation Plan

All contracts advertised after May 1, 2025, will use the Force Account Daily Report and Force Account Payment (FAP) business processes in Unifier.

The Unifier FADR business process and the FAP business process were piloted in August of 2024. Enhancements to the business processes based off pilot feedback will be implemented May 1, 2025. Unifier Force Account User Guides are available using the Unifier Resources links below. Contractor training will be provided upon request. For WSDOT staff, Unifier Force Account training will be provided by the Capital Systems team at the date and times listed below. An email invite will be sent to all WSDOT Unifier Users.

Training: New Force Account Business Process – Inspectors

Date/Time: Tuesday May 6, 2025, 1:00pm-3:00pm

Training: New Force Account Business Process – Office Engineers

Date/Time: Wednesday May 7, 2025, 9:00am-11:00am

For Contracts advertised with the 2024 Standard Specifications or later, it is the Project Engineer’s discretion to utilize these new Force Account business processes in Unifier. For Contracts advertised with the 2023 Standard Specification or earlier, contact the project’s assigned ASCE for guidance on a change order to update the Standard Specification 1-09.6 prior to using these Force Account business processes in Unifier.

Additional Information

Contractor Unifier Resources: [Unifier contract management software | WSDOT](#)

WSDOT Internal Unifier Resources: Available on internal SharePoint site (search: *Unifier Training and Resources*)

Contact Information

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