



## **Purpose**

The purpose of this Construction Bulletin is to inform Contractors and WSDOT staff of the new process for submitting Subcontracts in Unifier attached to the Request to Sublet Business Process. This construction bulletin applies to all contracts utilizing the WSDOT Unifier system.

## **Background**

In accordance with Standard Specification 1-08.1(3), Work shall not be subcontracted at any tier unless the Engineer approves in advance and in writing. The request and approval were previously made on DOT Form 421-012.

In accordance with Standard Specification 1-08.1(9) before a subcontractor of any tier can perform work, the executed subcontract must be submitted to the Contracting Agency. This was previously emailed to the administering regional Office of Equity & Civil Rights (OECR) without any notification to the Project Office.

Both the Request to Sublet and submittal of the executed subcontract are required to be submitted to the Contracting Agency before any tier subcontractor can perform work. In an effort to standardize and streamline the subcontract approval process, WSDOT has combined the submittal of executed Subcontracts with the Request to Sublet business process within 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**

For Contracts utilizing Unifier, Request to Sublet Work will be filled out directly within the Request to Sublet business process. Use of Request to Sublet Work (DOT Form 421-012) will be discontinued for contracts using the Request to Sublet business process in Unifier.

For Contracts utilizing Unifier, executed subcontracts will no longer be submitted through the administering regional email address and will now be submitted by attaching the executed subcontract to the Request to Sublet business process within Unifier.



State Construction Office  
Multimodal Development & Delivery

**Request to Sublet & Subcontracts**

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## **Resources**

GSP1-08.1(3).OPT1.GR1

GSP 1-08.1(9).OPT1.GR1

## **Implementation Plan**

All contracts advertised after May 5, 2025, will submit subcontracts to the Contracting Agency by attaching the executed subcontract to the Request to Sublet business process in Unifier.

Enhancements to the existing Request to Sublet business processes will be implemented on May 5, 2025, to allow for the submittal of the executed subcontracts. A Unifier Request to Sublet User Guide is available using the Unifier Resources links below. Contractor and WSDOT training will be provided upon request.

For Contracts advertised before May 5, 2025, contact the project's assigned ASCE for guidance on implementing a change order to adopt the special provisions.

## **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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