**Checklist of required items to be submitted at the same time to the S.D. Department of Transportation.**

­­­\_\_\_\_\_ Retainer Agreement (Print 1 sided, sign in blue ink)

\_\_\_\_\_ Current Certificate of Insurance (must include General Liability, Automobile Liability, Workers’ Compensation, and Professional Liability)

\_\_\_\_\_ 2021 or most current Schedule of Indirect Costs

\_\_\_\_\_ Current employee wage rates (only need to include employees that will work in SD)

\_\_\_\_\_ Internal Control Questionnaire (SD DOT ICQ ONLY)

­­­­\_\_\_\_\_ Disclosure of Lobbying Activities Form (complete in full, even if information is NA)

\_\_\_\_\_ SD DOT W-9

\_\_\_\_\_ Authorized Signatures Form

\_\_\_\_\_ Primary Contact Information Sheet

**PLEASE SEND PHYSICAL COPIES OF ALL DOCUMENTS ABOVE VIA MAIL TO: SOUTH DAKOTA DOT ATTN: TIFFANY HANISCH**

**700 E. BROADWAY AVE**

**PIERRE SD 57501**

The SDDOT Internal Control Questionnaire, Disclosure of Lobbying Activities form, SD DOT W-9, Authorized Signatures Form, and the Primary Contact Information Document are attached to the email and can also be found here: <https://dot.sd.gov/doing-business/engineering/design-services/consultant-services>.

**Note: Agreements will not be routed through the dot for signatures unless all the information on the checklist is received. Please provide the information by Friday, November 4, 2022.**

If you have any questions, please let me know.

Thank you!

**Tiffany Hanisch**

**Consultant Services Coordinator |** **South Dakota Department of Transportation**

Better Lives Through Better Transportation

Office of Administration

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