

# Annual Personnel List (APL) Q&As

January 23, 2018

1. How should administrative staff be handled?

This is at the discretion of the firm. If they are generally not included on the organizational chart, they do not need to be included, but can be.

2. Will I be penalized if I use someone that is not on my APL list on a project?

Changes in staff are anticipated and you are not penalized for this. The firm size designation that you submit cannot change for the calendar year of 2018 without a major change in staff (for example: a merger or acquisition), and this change must be approved by DOTD.

3. Must the personnel listed on the APL match the personnel whose audited salary rate data has been submitted to DOTD Audit?

No.

4. If a firm does not submit an APL, are they defaulted to something else or will they be found non-responsive?

All prime and sub-consultants submitting proposals for an advertisement must have an APL on file with DOTD prior to the closing of the advertisement. If the prime and/or any of its sub-consultants fail to meet this requirement, the proposal will be found non-responsive and will not be evaluated for selection. This guidance supersedes all previous guidance given regarding the time of submission for an APL. **Revised September 10, 2018**

5. Based on the email sent to the consultant community on 1/4/2018, would our firm be found non-responsive if we are responding to advertisements that were posted before the 1/1/2018 deadline for APLs and we did not have our APL submitted?

No, the APL requirement will not apply for any advertisement posted before 1/1/2018.