
MEMORANDUM

TO: CONSULTANTS
FROM: OPCM DIRECTOR, JADA WRIGHT
SUBJECT: S-CORP WAIVER INSTRUCTIONS AND SUBMISSION
DATE: FEBRUARY 24, 2022

PURPOSE OF MEMORANDUM

To provide instructions to consultants on the process to submit S-Corp Waivers to the Maryland Department of Transportation State Highway Administration (MDOT SHA) Office of Procurement and Contract Management (OPCM).

SUMMARY

The following items must be submitted to MDOT SHA OPCM:

1. Formal request letter requesting consideration for a waiver. The letter must include the name(s) and the technical role they will provide on the contract(s). If more than one, please provide the contract numbers.
2. Copies of the original last three years (e.g. 2019, 2020 and 2021) W2's for each person listed in the formal request.
3. Certified payroll rosters for the same three years.
4. Year-End Payroll Activity Report for same three years showing total hours for regular, holiday, vacation, sick and the dollar amount for each, any bonus paid and any deductions excluding taxes.
5. Current FAR audited overhead approval letter.
6. Detailed resume for each person.
7. Completed Consultant Organizational Informational Form which is located on our website at <http://www.roads.maryland.gov/OPCM/ConsultantOrganizationInformationForm.pdf>

Please email OPCM@mdot.maryland.gov with your completed package or any questions you may have regarding this process. If the consultant would prefer to mail the completed package, please send all contents to the attention of:

Ms. Jada Wright, Director, OPCM C/O:
Mr. Alex Webb, Deputy Director
Consultant Services Division OPCM
Maryland State Highway Administration
707 N. Calvert Street, MS C-405 Baltimore, MD 21202