



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Matthew G. Bevin
Governor

Greg Thomas
Secretary

MEMORANDUM

TO: All Prequalified Consultants

FROM: Eric Pelfrey, P.E. *EP*
Director, Division of Professional Services

DATE: May 17, 2018

SUBJECT: Revised Affidavit for Bidders, Offerors and Contractors

Effective with this Memorandum, a revised Affidavit will be required on all future responses to advertisement, new contracts, and contract modifications.

This new Affidavit can be found and downloaded from the Division of Professional Services website's Forms page at <https://transportation.ky.gov/ProfessionalServices/Pages/Forms.aspx>. The Affidavit will be required once per year for each prime consultant and will be valid for a one year period. This procedure is different than the prior policy which required a new affidavit for each new response, new contract, or contract modification. In addition, the signed Affidavit will no longer be required for Disadvantaged Business Enterprise (DBE) subcontracts.

There are a few new fields on the revised Affidavit. In particular, there are two new dates: the **Affidavit Effective Date** and the **Affidavit Expiration Date**. The **Affidavit Effective Date** will be the date which the Affidavit is signed and notarized and the **Affidavit Expiration Date** will be exactly one year after the **Affidavit Effective Date**.

Signed and notarized Affidavits shall be submitted to the Division of Professional Services with the firm's next response to advertisement, new contract, or contract modification. A firm may also choose to submit an Affidavit at any time to maintain on file for up to a one-year period.

The Affidavit will now also be available for use between Divisions, Department, and other Cabinets within the Commonwealth. Therefore, if you have submitted a signed Affidavit on the new form for your firm, it should be in the vendor database and available for use by all parties. If you are in doubt, please contact our office for verification.

