

# VDOT SOFTWARE and LICENSE REQUEST FORM

(Consultants complete form and send to: VDOT Project Manager)

Prime Consultant Firm \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Consultant Project Manager \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Consultant IT Manager \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

VDOT Project Manager \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

## VDOT PROJECT NUMBER

|       |             |         |       |       |          |            |
|-------|-------------|---------|-------|-------|----------|------------|
| _____ | _____       | _____   | _____ | _____ | _____    | UPC# _____ |
| Route | City/County | Section | PE    | Type  | Activity |            |

Pick Type of Project: Consultant Design (Design Build Bid)

If Solicited: Yes \_\_\_ No \_\_\_

Scheduled Project Begin Date \_\_\_\_\_ Scheduled Project Completion Date \_\_\_\_\_

**Subcontractors Firm No. 1:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Subcontractors IT Manager: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

**Subcontractors Firm No. 2:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Subcontractors IT Manager: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

(Note: add additional sheets with information for additional Subcontractor Firm(s))

# VDOT SOFTWARE and LICENSE REQUEST FORM

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| <u>Firm *</u>  | <u>New<br/>Need License<br/>Activation Key</u> | <u>Need Existing License<br/>Activation Key<br/>to cover this project</u> |
|----------------|--|---|
| Prime          | <input type="checkbox"/>                       | <input type="checkbox"/>  |
| Sub Firm No. 1 | <input type="checkbox"/>                       | <input type="checkbox"/>  |
| Sub Firm No. 2 | <input type="checkbox"/>                       | <input type="checkbox"/>  |
| Sub Firm No. 3 | <input type="checkbox"/>                       | <input type="checkbox"/>  |

**\*Requires Information on page 3**

All License requests must be made by Prime Contractor, however all licenses will be issued directly to appropriate Contractor.

\_\_\_\_\_  
**(Consultant firm name)**

CONFIRMS THAT THE SOFTWARE LICENSE (S) FURNISHED BY VDOT WILL ONLY BE USED IN CONJUNCTION WITH PROJECTS UNDER CONTRACT WITH VDOT AND SHALL BE REMOVED FROM OUR SYSTEM UPON COMPLETION OF THOSE CONTRACTS.

\_\_\_\_\_  
**(Consultant Project Manager Signature)**

I certify that the above consultant/contractor has a valid contract with VDOT as specified in this request and has a need for the licenses I am approving.

\_\_\_\_\_  
**(VDOT Project Manager Signature)**

Upon approval with signature, send form to [CADDsupport@vdot.virginia.gov](mailto:CADDsupport@vdot.virginia.gov) , if digital signature not available please sign, print, scan and send.

## **VDOT SOFTWARE and LICENSE REQUEST FORM**

(Consultants complete form and spreadsheet and send to: VDOT Project Manager)

The following information must be supplied for each of the users/machines that will use the software. (Bentley MicroStation and Civil Engineering Package software) Please download and fill in the spreadsheet from the link below the information or carefully print the information so there is no confusion about the exact format of the email address or computer name and submit it with this form. If there is a Prime and additional Sub-primes requesting licenses, please fill out a spreadsheet for each Prime/Sub-prime and attach with this completed form.

The spreadsheet requests the software users email address and their specific PC name, the software and version (that we are using currently at VDOT). The last column (Pref. Version) is for consultants/contractors to insert the version that their company is currently using/own. (If it is different from the one displayed in the Version column.) We will create a license with your specific version that you have currently installed to prevent you from loading multiple copies of software on each PC. The only changes that will be required are when you work on a VDOT project, you will need to change to the VDOT workspace and install the license that is supplied by VDOT. If you work on a non-VDOT project, please uninstall the VDOT license and workspace accordingly.

[Download spreadsheet here](#)