

Contractor/Supplier Suggestion or Idea for Improvement Form



Improvement Title: *(Concisely name the topic)*

Problem Statement: *(What is the nature of the problem needing solution or the opportunity for improved practice? Is this a concern on multiple projects and/or with multiple contractors?)*

Proposed Modification, Changes or Solution: *(What do you propose to solve the problem or make a meaningful improvement?)*

Benefits: *(How would change or improvement benefit the Department of Transportation, Contractors, stakeholders and/or customers?)*

Urgency: *(How soon should this be initiated or completed to be useful? Why?)*

Follow Up: *(Do you want to be contacted? Are you willing to participate in improvement discussion / meetings? Is there a need to form a DOT/Contractor improvement team?)*

Submitted By:

Name:

Title:

Organization:

Address:

City, State, Zip Code:

Phone/Fax:

E-mail Address:

Email completed form to: DOTOperationsSupport@state.sd.us