

## **Contractor Prequalification Program Required Documentation**

The following is a list of documentation that must be forwarded with your application for the Contractor Prequalification Program. Your application will not be considered complete until all required documentation has been received by DAS. Unsolicited information received from the applicant will not be considered, returned or retained.

**Required documents, excluding the fee check, must be uploaded using the Document Upload function in the online application.**

Note: DAS reserves the right to request additional or supporting documentation.

- Company Financial Statement (Reviewed or Audited):** for the most current fiscal year. This statement must be prepared by a licensed Certified Public Accountant and conform to generally accepted accounting principals. The statement must include information concerning your company's current assets, current liability, total assets and total liability. **Please note: We cannot accept Compiled Company Financial Statements.**

*Under Conn. Gen. Stat. § 4a-100(d), private companies seeking to become prequalified by the Department of Administrative Services (DAS) are required to submit, among other data, company financial information. If a private company takes reasonable measures to maintain the secrecy of this information, such as stamping the specific data "CONFIDENTIAL," DAS views this information as private, not subject to public disclosure under the Freedom of Information Act. Specifically, in such a situation, DAS will treat the information as exempt from disclosure as a "trade secret" under Conn. Gen. Stat. § 1-210(b)(5)(A).*

**Company Financial Statement (Reviewed or Audited) EXCEPTION Effective October 1, 2011:** if the applicant has been accepted into the bonding program of a certified community development financial institution, the applicant need only provide the financial documents required by such institution for the applicant to qualify for such program.

*"Certified community development financial institution" means a community development bank, credit union or loan or venture capital fund that provides financial products and services in economically distressed markets and that is certified by the Certified Development Financial Institution Fund of the United States Department of the Treasury.*

- Letter from Bonding Company:** (on bonding company's letterhead) indicating date of letter, your company's name, company address, company's aggregate work capacity (the maximum amount of work your company is capable of undertaking for any and all projects), single limit (the estimated cost of a single project that your company is capable of undertaking), and contact information for bonding company's representative. Prequalification is contingent upon the bonding company having at least an "A-" (A-minus) rating by the A.M. Best Company.

- Status Letter (commonly known as Letter of Good Standing) from the State of Connecticut Department of Revenue Services (DRS):** To obtain this letter, you must submit your request to the State of Connecticut's Department of Revenue Services, 25 Sigourney Street, Hartford, CT 06106, ATTN: Ms. Bardge - Collection and Enforcement Unit 6th floor. Your request must be submitted on your company's letterhead indicating the purpose of the request (the Contractor Prequalification Program), Connecticut Tax Identification Number, company name, company physical address, address where the letter must be sent (to the State of Connecticut Department of Administrative Services, Contractor Prequalification Unit, 165 Capitol Avenue, 5th Floor East, Hartford, CT 06106, and the signature of one of your company's officials. *Note: For the purpose of prequalification, the DRS status letter must indicate no current outstanding tax liability to the State of Connecticut.*

- Fee Check for the appropriate fee:** (See below chart) Please make checks payable to Treasurer's Office State of Connecticut. **Please mail the check to:**

State of Connecticut Department of Administrative Services,  
Contractor Prequalification Unit  
165 Capitol Avenue, 5th Floor South  
Hartford, CT 06106

Aggregate Work Capacity Requested	Fee
\$ 5,000,000.00 - or less	\$ 600.00
\$ 5,000,000.01 - \$ 8,000,000.00	\$ 750.00
\$ 8,000,000.01 - \$ 10,000,000.00	\$ 850.00
\$ 10,000,000.01 - \$ 15,000,000.00	\$ 1,000.00
\$ 15,000,000.01 - \$ 20,000,000.00	\$ 1,500.00
\$ 20,000,000.01 - \$ 40,000,000.00	\$ 2,000.00
\$ 40,000,000.01 - or more	\$ 2,500.00

- Copies of your company's licenses, registrations, and/or certifications from the State of Connecticut** (*please do not include out-of-state licenses*)
- Company's Safety Manual Table of Contents:** (*ONLY*) - Provide a copy of the table of contents for your company's Safety Manual.
- A Copy of Your Current Experience Rating Worksheet from the National Council on Compensation Insurance, Inc. (NCCI)**
- Signature Sheet:** signed by an authorized person identified in the on-line application and notarized. *Note: This is a PDF format document, and may be found in the Application Sections Menu. Prequalification will not be granted unless this form is notarized.* You may download a hard copy of the form by [clicking here](#).

- ☐ **Performance Evaluations:** For your initial application, you must provide Performance Evaluations for your three (3) most recently completed projects for each classification sought.

Note: Performance Evaluations are requested electronically through the on-line application.

***(These projects may be either public or private, and must have been solely contracted with the applicant company. Projects and performance evaluations for projects contracted to Joint Ventures are not accepted.)***

- ☐ In addition, ensure that your company is registered with the Connecticut Secretary of the State and your most recent Annual Report is filed. For more information on this contact the Secretary of State at (860) 509-6003 or visit their website at:  
<http://www.concord-sots.ct.gov/CONCORD/online?eid=99&sn=InquiryServlet>