



Contractor Prequalification

6.24.11

What is the DAS Contractor Prequalification Program?

The DAS Contractor Prequalification Program (C.G.S §4a-100) requires all contractors to prequalify before they can bid on a contract or perform work pursuant to a contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any other public work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds, except a public highway or bridge project or any other construction project administered by the Department of Transportation.

Overview of the Prequalification Application Process:

The prequalification process is comprised of 3 elements:



Online Application

The application must be completed online and is available by visiting

[Prequalification Application](#)



Required Hard Copy Documents

Click here for a list of the documents that must be provided to DAS.

[Hard Copy Documents Checklist](#)



Contractor Performance Evaluations

3 Performance Evaluations from previous projects are required per Classification.

Quick Links

[Contractor Prequalification Homepage](#)

[Program Ineligibility](#)

[Hard Copy Document Requirements & Fee Schedules](#)

[Renewal Hard Copy Document Requirements & Fee Schedule](#)

[Connecticut General Statute: Sec. 4a-100](#)

[Connecticut General Statute Sec. 4a-101](#)

[Connecticut General Statute Sec. 4b-91](#)

The Prequalification Application Process: (How to become Prequalified)

Before getting started:

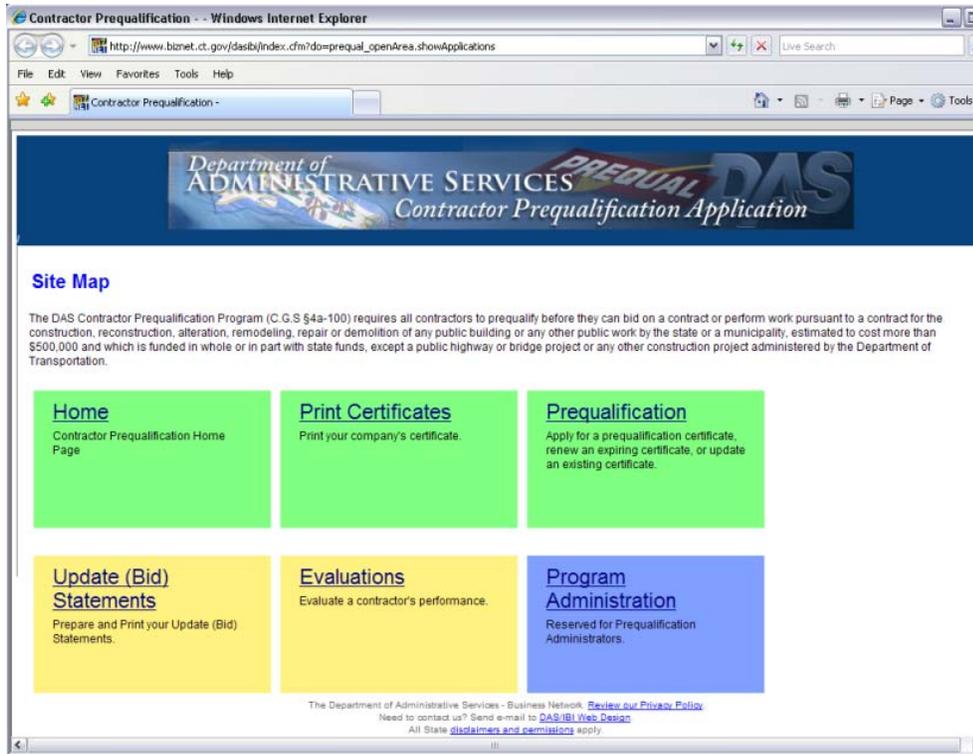
Please check the accompanying link for circumstances where DAS will find an applicant **ineligible for prequalification**:



Creating a Login:

1/4

- Go to the **Prequalification Application Login page**. *(link on right)*
- Click the **green box labeled "Prequalification."**



<http://www.biznet.ct.gov/prequal/Login/Ineligibility.pdf>

<http://www.biznet.ct.gov/prequal/>

Tip: On this home page you may also...

Print Certificates

Create and print Update (Bid) Statements

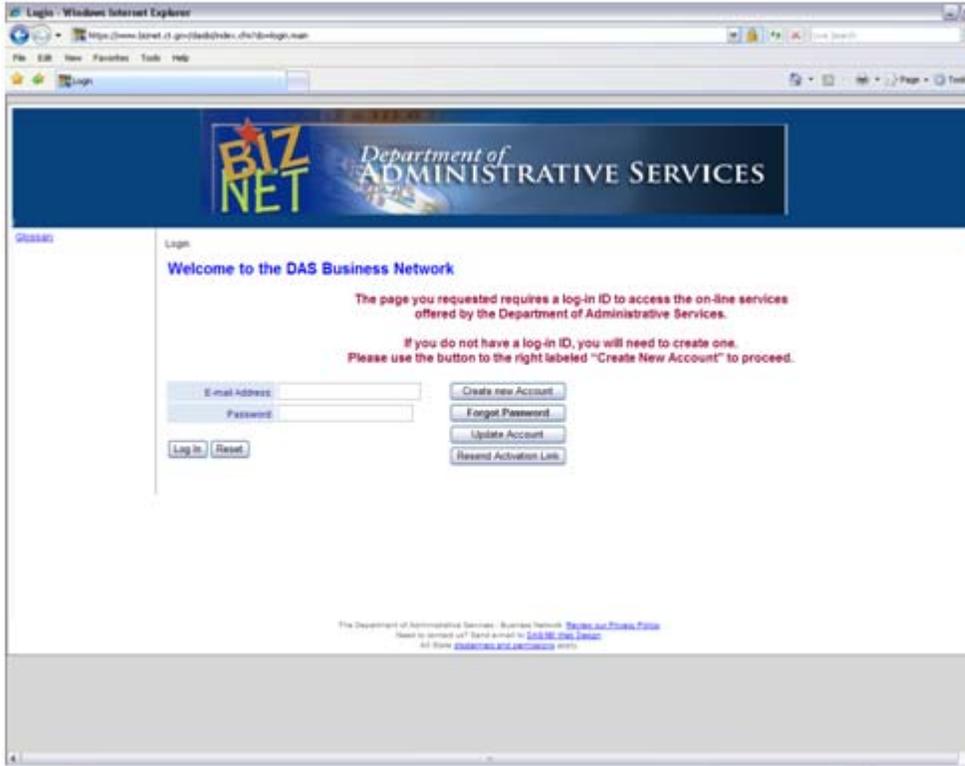
Perform Evaluations



Creating a Login:

2/4

- Click the **Create an account** link.



Tip: On the login page you may also...

- Resend your activation code
- Reset your password
- Change your login information



Creating a Login:

3/4

- Follow the directions to **create a new account**.
- Wait to receive an e-mail from DAS
- Click the **link in the e-mail** to activate your account.

Tip: You must return to the application by clicking the link in the e-mail; this activates your online account. If you don't receive this e-mail, check your spam filter (e-mails with active links are sometimes intercepted by spam filters). If you still can't find the e-mail, call us for assistance at (860) 713-5280.

Tip: Your new DAS Business Account will also allow access to...

- Procurement Vendor programs
- Supplier Diversity Program Application

Tip: Write down your Password and save it! You will need it each time you login to the application.

Tip: For easier access, save the application site to your Favorites.



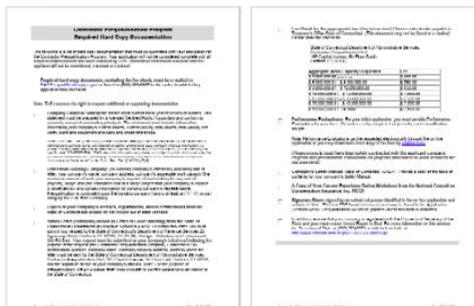
Creating a Login:

4/4

- Return to the **Login** page and enter your E-Mail Address and Password, and click the “Log-In” button.



- Once back at the Home Page of the application, if you haven't already, download the PDF file checklist, **Hard Copy Document Requirements**.



<http://www.biznet.ct.gov/prequal/>

Tip: When you have submitted your online application there is a 30 day period in which you must submit all hard copy documents and Performance Evaluations, so it's a good idea to begin getting those together early in the process.

Hard Copy Document Requirements & Fee Schedule



Completing the Application:

1/3

- Click **Edit** to the left of your company name. This opens new menu selections for each section of the application.

Contractor Prequalification - Your Companies - Windows Internet Explorer

http://www.biznet.ct.gov/dasbi/index.cfm?id=Prequal_YourCompanies.ShowCompanies

Contractor Prequalification - Your Companies

Department of ADMINISTRATIVE SERVICES
PREQUAL DAS
Contractor Prequalification Application

peter.hunter@ct.gov /

Prequalification Home
Your Companies
On-line Resources

Logout
Home
Glossary

Your Companies

Contractor Prequalification Application

Note: First time users should select the "continue" link below to begin the Prequalification process.

- To enter a new company, click: [Add](#)
- To select or update an existing company, click on [Edit](#) next to the company name.
- To view a company's application history click on [History](#).
- To update the personnel authorized to manage the company's application, click on [Attach/Remove Users](#)

Name	Taxpayer Id	Current Status
Edit History Attach/Remove Users P,JH Construction, Inc.	007007007	Entering data

The Department of Administrative Services - Business Network [Review our Privacy Policy](#)
Need to contact us? Send e-mail to [DAS/BI Web Desk](#)
All State [disclaimers and permissions](#) apply.

Tip: On this web page, you may also view your prequalification application history, and attach or remove authorized users of the application site.



Completing the Application:

2/3

- Click the first Application Section menu item, **Company Information**.
- Enter all applicable Company Information (Company Name, Taxpayer ID, etc.). If any items don't apply, such as DBA or Web Address, leave them blank.
- When you have finished the section, click the link titled, "**Continue**." This will save all the information for the section to the application. You may then return to the section to review the information you entered, or select the next section from the left-side menu.
- Follow the same process for each section of the application.

Please read and carefully follow the instructions provided for each section of the application.

The screenshot shows a web browser window with the title "Contractor Prequalification - Company Information". The page header includes "Construction, Inc." and "Contractor Preq". A left-hand navigation menu lists various sections, with "Company Information" highlighted. The main content area is titled "Enter Your Company Information" and includes the following fields:

- Legal Business Name: Construction, Inc. (marked with a red asterisk)
- Are You Conducting Business Under a DBA (Doing Business As)?: Radio buttons for Yes and No (No is selected)
- Taxpayer ID Type: Radio buttons for FEIN and SSN (FEIN is selected)
- Taxpayer ID: 00-7007007 (marked with a red asterisk)
- Business Structure: Corporation (dropdown menu, marked with a red asterisk)
- Incorporating State: Connecticut (dropdown menu)
- Web Site Address: www.construction.com
- Number Of Owners: 1
- Number Of Employees: 100

Tip: You'll notice that some application sections are marked with a Red "X." This indicates that all required information for a particular section has not yet been entered.

You can follow these Xs to red asterisks * within a section to determine where there is missing information.

You will not be able to submit your application until all the red asterisks are gone.

Tip: Required fields are marked with a





Completing the Application:

3/3

- **APPLICATION SECTION-SPECIFIC TIPS:**

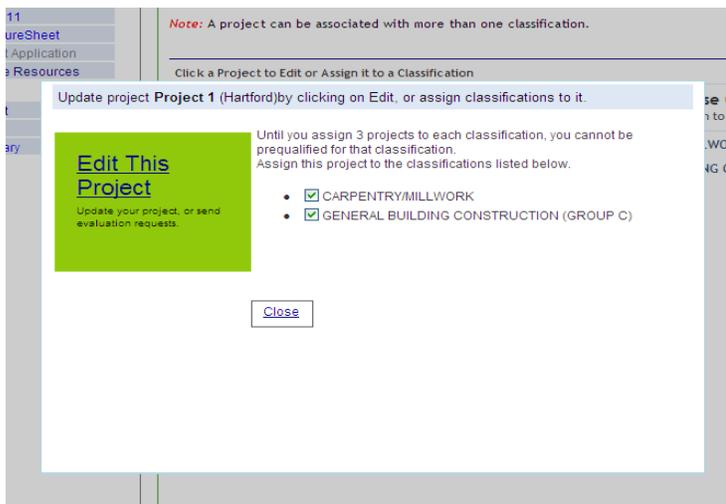
Affiliates: If your company has no affiliates, skip this question.

Classifications, Projects and References: Click the link to the right and scroll down the web page for a list and description of all Classifications:

[DAS Contractor Classification List](#)

Single projects may be associated with multiple classifications.

- Use the **check boxes** to associate any applicable project with your chosen classifications.



Personnel: These are company owners, principals, and key personnel. It is up to you to decide who to list here, but when in doubt list only personnel with signatory authority for the company.

Financial Information: **AWC and Single Limit Bonded** are your bonding capacities listed in the letter from your bonding company, which you provide as part of the Hard Copy Document Requirements. **AWC and Single Limit Requested** are the bonding limits that your company is requesting for the Prequalification program. You may request an AWC and Single Limit for this program up to the limits supported by your bonding company, but not above those limits. Because ongoing bonded work draws from your available program AWC, it is recommended that you apply for a program AWC at or near your bonding limit.

Tip: To be eligible for prequalification, your company must be bondable by a bonding company rated A- or better by A.M. Best.



Submitting Your Application:

1/1

- When you have completed and reviewed each Application Section, click the link for **Signature Page**. Print this PDF file, and have it signed and dated by an officer of the company with signatory authority. This will be uploaded to DAS with your other hard copy documents.
- Now that your application is complete, the menu link titled **Submit Application** should be active. This is an indication that all necessary information has been entered.

Example: Submit Link **Inactive**

Prequalification Home
Your Companies
Company Information
Address
Contacts
Licenses
Integrity
Personnel
Affiliates
Company History
Workers Compensation Insurance
X Classifications and Projects
Financials
Safety Meetings
Safety Inspections
SEEC 11
SignatureSheet
Submit Application
On-line Resources

Example: Submit Link **Active**

Prequalification Home
Your Companies
Company Information
Address
Contacts
Licenses
Integrity
Personnel
Affiliates
Company History
Workers Compensation Insurance
Classifications and Projects
Financials
Safety Meetings
Safety Inspections
SEEC 11
SignatureSheet
Submit Application
On-line Resources

Tip: If the Submit Application link is not active, check the menu for any Red "X"s and follow them to the section where additional information is needed to complete the application.

When you have entered all required information, the Submit Application link will become active and allow you to submit your application online to DAS.

Click **Submit Application**. This will open a new page from which you can submit your application.

When you click the **Submit** button, you will be alerted to the 30-day limit for submission of all Hard Copy Documentation.

Your application is now available to the DAS Contractor Prequalification Unit for review.



Hard Copy Documents and Fee:

1/3

- Now that you have submitted your electronic application, the 30-day clock is ticking for you to upload your Hard Copy Documents.

Click this link for a complete list of: [Required Hard Copy Docs](#)

HARD COPY DOCUMENT TIPS:

- The **Financial Statement** must be a complete **Reviewed** or **Audited** statement (not just a balance sheet), prepared by a licensed Certified Public Accountant. **Compiled** financial statements are not accepted.
- Bonding Letter:** Your company must be bondable, and you must provide a letter from a bonding company, rated by A.M. Best as A – or better, indicating your aggregate and single project bonding limits.
- The **Status letter from the Department of Revenue Services (DRS)** must be requested in writing, and turn-around time is dependent upon work load at the DRS. While the agency has been very quick to respond to these requests, allow at least several weeks for receipt of this document.
- Please upload only the **Table of Contents for your Safety Manual**, not the entire manual.
- Make sure that your company is registered with the **Connecticut Secretary of State** to do business in the state. Occasionally, out-of-state companies neglect to do this (even if they have worked in Connecticut before) and it can delay your prequalification. You can check your company's status at the following web site. <http://www.concord.sots.ct.gov/CONCORD/index.jsp>

Fee Schedule: Your fee is based upon your **Requested AWC**. See the chart below. (Yearly renewal fee is ½ of the initial fee)

Aggregate Work Capacity Requested	Initial Fee	Renewal Fee
\$ 5,000,000.00 - or less	\$ 600.00	\$300.00
\$ 5,000,000.01 - \$ 8,000,000.00	\$ 750.00	\$375.00
\$ 8,000,000.01 - \$ 10,000,000.00	\$ 850.00	\$425.00
\$ 10,000,000.01 - \$ 15,000,000.00	\$ 1,000.00	\$500.00
\$ 15,000,000.01 - \$ 20,000,000.00	\$ 1,500.00	\$750.00
\$ 20,000,000.01 - \$ 40,000,000.00	\$ 2,000.00	\$1000.00
\$ 40,000,000.01 - or more	\$ 2,500.00	\$1250.00

Required Documents:

Financial Statement
 Bonding Letter
 Company Licenses
 DRS Status Letter
 Fee
 Safety Manual TOC
 NCCI Worksheet
 Signature Sheet

Tip: If you have a combined financial statement, you must also provide a separate balance sheet for the applying company.

Tip: In addition to being registered with the CT Secretary of State, your filing history with that agency must be current.



Hard Copy Documents and Fee:

2/3

- Hardcopy documents **must be Uploaded**. The Prequalification Program no longer accepts documents that have been e-mailed, faxed, mailed or delivered to our offices.

Tip: Uploading ensures secure transmission of your hard copy documents.

Prequalification Hard Copy Documents Upload Process:

Step 1: The Upload Docs button is located at the bottom of the sections menu. Documents can be uploaded at any time during the application process.

Contractor Prequalification - Company Information

Construction, Inc.

Prequalification Home
Your Companies
Company Information
Address
Contacts
Integrity
Personnel
Licenses
Affiliates
Company History
Workers Compensation
Insurance
Classifications and
Projects
Bonding Information
Safety Meetings
Safety Inspections
SEEC 11
SignatureSheet
Print
Submit Application
On-line Resources
Upload Docs

Logout
Home

Company Information
Enter Your Company Information
This section provides us with basic information about your company.

Indicates a required field.

Enter all required information, then click [Continue](#) below.

Legal Business Name: Construction, Inc.

Are You Conducting Business Under a DBA (Doing Business As)?
 Yes No

Taxpayer ID Type: FEIN SSN

Taxpayer ID: 00-7007007

Business Structure: Corporation

Incorporating State: Connecticut

Web Site Address: www.construction.com

Number Of Owners: 1

Number Of Employees: 1

Step 2: After clicking the Upload Docs button, the user is asked to login again. Following this login the user selects the “Upload” link.

PreQual Docs - Windows Internet Explorer

http://www.das.ct.gov/ContractorPrequalification/prequal.asp?tab=100

PreQual Docs

Department of ADMINISTRATIVE SERVICES

Upload PreQualification Documents

Documents for Current Certificate

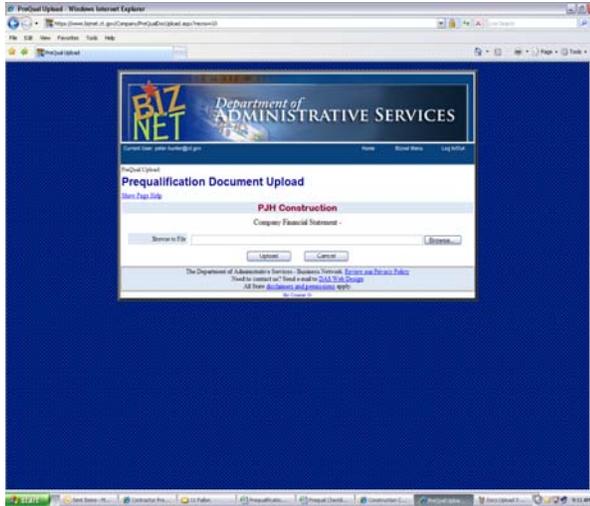
Upload	Upload Info	Document Name	Description
Upload		Company Financial Statement	
Upload		Company Safety Manual Table of Contents	
Upload		Current Experience Rating (CARE)	
Upload		Department of Revenue Services (DRS) Status Letter	
Upload		Letter from Bonding Company	
Upload		Signature Sheet	

The Department of Administrative Services - Business Services - Requests for Proposals



Prequalification Hard Copy Documents Upload Process (cont):

Step 3: The user is prompted to “Browse” for appropriate document, then clicks the Upload button.



Step 4: Following document upload, the user is returned to the upload screen to select another document.



Tip: Information for uploaded documents includes:

- Date Uploaded
- Time Uploaded
- User Name
- Document Name

There is also an option on this screen to delete documents.



Performance Evaluations:

1/1

- For each Prequalification Classification you choose, you must list your last 3 jobs in that classification, and provide Performance Evaluations for each job.
- Contracts for these projects must be solely in the name of the applicant company. Performance Evaluations for projects contracted to Joint Ventures are not accepted.
- **Performance Evaluations are requested electronically** from the projects data entry box in your application. We suggest prior to emailing the evaluation request, you contact the evaluator to verify their correct email address and to let them know they will be receiving an evaluation by email.

You are editing Project 1 (1)

Add information on the project in the left column. In the right column, identify a reference (evaluator) and request a Performance Evaluation for the project. Click Update when you have finished.

Project Information	Performance Evaluation Request
Title: Project 1	Reference Name: John Carpenter
Location: Hartford	Reference Phone: (111) 222-3333
Start Date: 01/01/2000	Reference Email: jcarpenter@email.com
100% Completion Date: 01/01/2001	Email Evaluation Request? <input checked="" type="radio"/> Yes <input type="radio"/> No
Project Value: 1000000	Reference Type: <input type="radio"/> Awarding Authority - Owner <input checked="" type="radio"/> Construction Manager <input type="radio"/> Designer/Architect <input type="radio"/> General Contractor <input type="radio"/> Project Manager <input type="radio"/> Subcontractor <input type="radio"/> Supervisor
Awarding Authority/Project Owner: DPW	
Source of Funding: State	
Project Number: 1	
For this Job did you function as a General Contractor or a subcontractor? <input checked="" type="radio"/> General Contractor <input type="radio"/> Subcontractor	

Save

Save your changes and close this screen.

Cancel

Do not save your changes and close this screen.

Delete

Delete this project.

- Experience has shown that the single greatest cause of delay in your company's prequalification process can be the **Contractor Performance Evaluations**. When you request these evaluations you must be prepared to **follow-up with the evaluators to ensure that they received it.**



Update (Bid) Statement:

1/1

Once your company is prequalified, and you submit a bid requiring DAS Prequalification, you'll need to include two documents with your bid paperwork. The first is your Contractor Prequalification Certificate. Although it's available online, the law dictates that it must be included with the bid. You'll find your certificate at the **DAS Contractor Prequalification Directory Search** page.

The second is an **Update (Bid) Statement**. This includes information on the contractor and job being bid. It also indicates your company's remaining Aggregate Work Capacity. The remaining AWC is calculated by deducting the amount of ongoing bonded work from your total bonded Aggregate Work Capacity.

To create an Update (Bid) Statement online:

- Go to the **Prequalification Application Login page**.
- Click the **yellow Update Bid Statements** box.
- Enter your E-Mail Address and Password, and click the "Log-In" button.
- Click the **Add A Bid Statement** link, and enter a Project Name and, if applicable, a Project Number.
- Use the links for **Information**, **Financials**, **Projects** and **Supervisors** to populate the Update (Bid) Statement.
- Use the **Print** link to print the Update (Bid) Statement for inclusion with your bid paperwork.

DAS Contractor Prequalification Search

