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## 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.

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## 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 <http://www.biznet.ct.gov/prequal/> (Please note: only online applications are accepted.)



### Required Hard Copy Documents

Click here for a list of the documents which must be sent to DAS.  
<http://www.biznet.ct.gov/prequal/Login/Hard Copy Doc Instructions.pdf>



### Contractor Performance Evaluations

Click here for information about Performance Evaluations  
<http://www.biznet.ct.gov/prequal/Contractor/PerformanceEvaluations.cfm>

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## The Prequalification Application Process: (How to become Prequalified)

### Before getting started:

- Please check the following link for circumstances where DAS will find an applicant **ineligible for prequalification**: <http://www.biznet.ct.gov/prequal/Login/Ineligibility.pdf>
- Go to the Application Home Page <http://www.biznet.ct.gov/prequal/> and download and print the **Online Application Instructions and Requirements** PDF:  
<http://www.biznet.ct.gov/prequal/Login/OnLineApplicationInstructions.pdf>

This document will provide you with a roadmap to the application, and summarize the information you will need to have on hand to complete the online portion of the prequalification process.

## The Prequalification Application Process: (continued)



### Creating a Login:

- Go to the **Prequalification Application Login page**. <http://www.biznet.ct.gov/prequal/>
- Click the **Create a Login** link on the left-side menu.
- **Select the Type of Account**. In the case of a Prequalification Applicant, that would be “Contractor.”
- Follow the instructions to enter your **E-mail Address**, and to create and enter a **Password**.

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

- Wait for a system-generated e-mail to be sent to you, and then click the link in that e-mail to **return to the Application to Login**.

**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.**



### Filling Out the Application:

- **Login** to your application by clicking the link on the top left of the application and entering your Username and Password.
- Once back at the Home Page of the application, if you haven't already, download the PDF file, **Hard Copy Document Requirements**. <http://www.biznet.ct.gov/prequal/Login/Hard Copy Doc Instructions.pdf>

**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.**

- Click the menu item on the left titled, **Application Sections**. This opens new menu selections for each section of the application.

**TIP: You'll notice that some Application Sections are marked with a \* Red Asterisk. This indicates that all required information for a particular section has not yet been entered. You can follow these 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.**

## Filling Out the Application (continued):

- 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 button labeled, "**Update**." 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 follow the instructions provided for each section of the application.




**TIP:** Each section is completed this way. Some sections, once completed, will then make available links to "sub-sections" at the bottom of the page. For this reason, it's a good idea to return to the completed section after updating, and scroll down the page to check for additional links. Don't worry though, if you miss something, the \* **Red Asterisks** will help you find and complete the missing sections.

### Sample Company Information Screen


Company Name	All-State Construction
Taxpayer ID	123456787
TIN Type	FEIN <input type="button" value="v"/>
DBA	
Business Type	Corporation <input type="button" value="v"/>
Web Address	www.allstate.com
No. Of Employees	53
Date Added	08/26/2004
Last Modified	06/29/2006
Modified By	





## Filling Out the Application: (continued)

Some sections of the application require you to add multiple groups of information (Classifications, Projects and References and Personnel for example). In these sections, you will use the following icons:


-  Add Add icon to add new groups of information
-  Pencil icon to edit the information
-  Trash Can icon to delete

### Multiple Group Sample

 Add

	Classification	Errors	Marked for Prequalification?
 	CONSTRUCTION MANAGER AT RISK (GROUP C)		Y
 	GENERAL BUILDING CONSTRUCTION (GROUP C)	*	Y

Records 1 to 2 of 2

**TIP:** The  Add,  and  icons are used throughout the application. Once you are familiar with their use, completing the application becomes much more intuitive.

**SECTION-SPECIFIC TIPS:** These are some areas where users have had questions.

**Affiliate Information:** If your company has no affiliates, skip this section.

**Project History:** Please list only your last 10 jobs, and all the Subcontractors used on those jobs.

**Classifications, Projects and References:** Click here for a list and description of all Classifications [http://www.das.state.ct.us/Business\\_Svs/PreQual/Search\\_Form.asp](http://www.das.state.ct.us/Business_Svs/PreQual/Search_Form.asp). This section provides links to “sub-sections” at the bottom of the page; for example, when you have finished adding information on a chosen Classification, a new link for “Projects” will appear. Return to the completed section after updating, and scroll down the page to check for the additional links.

**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.

## Submitting Your Application:

- 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 mailed to DAS with your other hard copy documents.
- Now that your application is complete, the menu link titled **Submit Applications and Change Requests** should be green. This is an indication that all necessary information has been entered.

**TIP: If this link is not green, check the menu for any \* Red Asterisks and follow them to the section where additional information is needed to complete the application.**

- If you wish, you can now click the menu link, **Print Application**, to view and print a hard copy of the application. *(Please note: do not send DAS a hard copy of the application. Only online applications are accepted.)*
- Click **Submit Applications and Change Requests**. This will open a new page from which you can submit your application.
- When you click the **Submit** button, a warning box will open alerting you to the 30-day limit for submission of all Hard Copy Documentation. Click "Submit" in this box to send your application to DAS.
- Your application is now available to the DAS Contractor Prequalification Unit for review.



## Submitting Your Hard Copy Documents:

Now that you have submitted your electronic application, the 30-day clock is ticking for you to submit your Hard Copy Documents and Performance Evaluations. Many applicants prefer to gather all these documents before submitting their electronic application. Check this link for a complete list of required documents:  
<http://www.biznet.ct.gov/prequal/Login/Hard Copy Doc Instructions.pdf>

### **HARD COPY DOCUMENT TIPS:**

- The Financial Statement must be a complete statement (not just a balance sheet), prepared by a licensed Certified Public Accountant.
- 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.

## HARD COPY DOCUMENT TIPS (continued):

- Remember that your fee is based upon your **Requested AWC**. See the chart below.

Aggregate Work Capacity Rating	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

- Please send 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>



### Contractor Performance Evaluations:

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 EVALUATION TIP:

- Experience has shown that the single greatest cause of delay in your company's prequalification process can be the **Contractor Performance Evaluations**. Whether you request these electronically from the application or mail or fax hard copies of the form to your references, you must be prepared to **follow-up with the evaluators**. Contractor feedback indicates that the following is one of the quickest ways to get these completed.
  - Download a hard copy of the Performance Evaluation form from the Contractor Home Page of the application.
  - Fill out the cover page of the form (info on the job being evaluated, etc.)
  - Call the evaluator, and ask if you can fax them the form.
  - Have the evaluator complete the form and fax it back to you.

**If you have any questions, please call the Contractor Prequalification Unit at (860) 713-5280 for assistance.**