

## Contractor Prequalification Program Required Hard Copy Documentation

The following is a list of hard copy documentation that must be submitted 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 hard copy documents, excluding the fee check, must be e-mailed to [DAS.Prequalification@ct.gov](mailto:DAS.Prequalification@ct.gov) or faxed to (860) 622-2867 in the order in which they appear in this checklist.**

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

- Company Financial Statement:** for the most current fiscal year reviewed or audited. 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, total liability, net worth, plant and equipment and bank and credit references.

*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).*

- 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.

- Copies of your company's licenses, registrations, and/or certifications from the State of Connecticut** (*please do not include out-of-state licenses*)

- 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. *(This document may not be faxed or e-mailed)*  
**Please mail the check to:**

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

<b>Aggregate Work Capacity Requested</b>	<b>Fee</b>
\$ 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

- ☐ **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 can be requested electronically through the on-line application or you may download a hard copy of the form by [clicking here](#).

***(These projects must have been solely contracted with the applicant company. Projects and performance evaluations for projects contracted to Joint Ventures are not accepted.)***

- ☐ **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.*
- ☐ 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/index.jsp>