Welcome

The Vendor PreQualification application steps an applicant through the vendor creation, modification, qualification and renewal processes. This application is available to prime contractors, subcontractors, construction engineering firms, highway contractors and professional services who want to qualify their company/corporation/firm and bid on work contracted by the North Carolina Department of Transportation. Primary (prime) contractors must qualify to bid on proposed projects being let centrally (from Raleigh) and subcontractors may enter bids with primes who are bidding on Raleigh let projects. However, before beginning work, both prime contractors and subcontractors must be approved by the NC DOT Construction Unit (CU). Once approved, these vendors must renew annually. Private Consulting Firms must be pre-qualified by each NC DOT unit that they desire to work for, once approved, a firm must renew their application annually.

Purchase Order projects being let from the Divisions do not require prequalification through the Construction Unit.

Note: *This application is intended to be used by vendors who are applying for prequalification or renewal status, it is not intended to be used by vendors solely to change their address(es) and/or company/corporate name(s). If an address and/or company/corporate name change is required, please notify the Contractual Services Unit.*

Note: *The prequalification application displays data by vendor federal tax id, vendor location and not by company/corporation/firm as a whole. Therefore, if you are a private consulting firm (PCF) you must create separate vendor prequalification applications for each location that your firm wants to bid for proposed projects being let centrally (from Raleigh).*

Note: *Any Vendor data that is available, will pre-populate the Vendor PreQualification application fields. If the information is incorrect, please update the data, if the data is edible. If data appears in non-edible fields, please notify CSU to correct the data. Refer to Contacts for information on contacting the Contractual Services Unit.*

If you are a new bidder or would like to review the prequalification process, the following online topics may be of interest:

PreQualification Overview
Requirements
Rules - what you should know about this application

PreQualification Overview

The following is an overview of the PreQualification process. For information on requirements, refer to PreQualification Requirement topic.

1. A prospective applicant completes and submits the prequalification application to the North Carolina Department of Transportation, Contractual Services Unit.

   There are two ways an applicant can complete and submit an application. Either, completing the forms using the Vendor PreQualification application (web site) or by uploading a form and completing it. In either instance, the application must be signed by an officer of the company/corporation/firm and the officer's signature must be notarized.

   - In addition to completing the form, some support documents may be required as identified on the Application Summary page. Any support documents requiring signatures and notarization must be submitted in hard copy. All other supporting documents can either be attached to the online application in PDF format or can be submitted in hard copy. Any hard copy documents should be mailed to the mailing address specified on the Application Summary page.

     Note: *You do not have to complete the application in the order the pages are presented. You must complete any pages listed on the Summary page as incomplete before you can submit your application.*

   - If the application is completed using the paper form, the entire application (signed and notarized) and all related documentation that support the application must be mailed to the Contractual Services Unit.

     Note: *To print a paper version of an application, access the NC DOT web site and navigate to the Doing Business with NCDOT page or contact the Construction Unit for details. This Online guide provides the processes and procedures to complete and submit an application using the web Vendor PreQualification application.*

2. Prospective applicants should anticipate a minimum of four weeks for CSU to review their submittal, contact references, etc., after which the applicant will be notified of their prequalification status.

Note: *All applicants must re-qualify every three years, and must renew annually. To re-qualify, the prospective applicant must submit a completed application, on or before the firm's anniversary date of the original prequalification. Reminder letters are sent approximately 60 days prior to a firm's anniversary date.*

3. At any time there is a change in ownership or control of the company/corporation, the Contractual Services Unit should be notified promptly.

PreQualification Requirements

The North Carolina Department of Transportation, in accordance with General Statute 136-18(1), has been vested with the power of general supervision over all matters relating to the construction of State highways and the letting of contracts. Pursuant with General Statute 136-28.1, the Department of Transportation will require all prospective bidders to pre-qualify with NC DOT before bidding on proposed by the Department of Transportation.

These Requirements and Procedures apply to any individual, firm, corporation, or any other prospective bidder desiring to bid on work and be pre-qualified with the NC DOT.

The following links are accessible on this page.

NC DOT Authority Requirements Submission

NC DOT Authority

The Standard Specifications for Roads and Structures dated July 2006, Section 102-2(A), "Bidder PreQualification," states in part as follows:

> *"The prospective bidder shall be file all required statements and documents with the State Construction Engineer no less than 4 weeks prior to a given letting for their bid to be considered. A bid shall not be opened unless all PreQualification requirements have been met by the bidder and have been found to be acceptable to the Engineer."*

The Standard Specification for Roads and Structures dated July 2006, Section 102-14, "Rejection of Bids," states in part as follows:

> *"All bidders shall comply with all applicable laws regarding the practice of general contracting as contained in Chapter 87 of the General Statutes of North Carolina which required the bidder to be licensed by the NC Licensing Board for General Contractors when bidding on any non-federal aid project where the bid is $30,000 or more, except for certain specialty work as determined by the licensing board…Notwithstanding the limitations on bidding, the bidder who is awarded any project shall comply with Chapter 87 of the General Statutes of North Carolina for licensing requirements within 60 calendar days of bid opening, regardless of funding sources."*

> **Note:** *The above statement applies to the low bidder who has been awarded the contact and is not part of the prequalification application.*

Requirements

An applicant can either complete and submit online using the web Vendor PreQualification application or complete and mail their application to CSU.

All support documentation, appearing on the Application Summary page [web] and any signature/notarized pages must be mailed to the Contractual Services Unit. The following criteria must be satisfied in order to become a pre-qualified bidder/subcontractor/private consultant.

Applicant must...

1. Submit completed Vendor PreQualification Application [web] or the NC DOT Experience Questionnaire. All appropriate supporting documentation, i.e. forms and signature pages are sent to the Contractual Services Unit. Signature pages are to be signed by an officer of the company/corporation/firm and the officer's signature must be notarized.

2. Bidders are to submit a completed hard copy of the Non-collusion Affidavit and Debarment Certification.

   Web application: A standard form is available on the Attached Documents page under Standard Forms drop-down list box.

3. Provide related experience in highway construction (type and dollar value of previous contracts).

   Web application: Complete the Add Project page using the link on the Work Experience page.

   Note: *Experience should include a history of successful performance and completion of projects in a timely manner, subject to the usual contractual time adjustments.*

4. Provide copies of appropriate bonds.

   Web application: On the Attached Documents page, an example is available under Standard Forms drop-down list box. Also, you can upload your bond letters, if they are in PDF format using the Upload process on this page.

5. Provide information on the quantity of available equipment to perform highway construction contracts in a timely manner.

   Vendor PreQualification application (web): On the Attached Documents page, a blank equipment form is available under the Standard Forms drop-down list box. Also, you can upload your equipment list, if the form is in PDF format using the Upload process - steps 1-3 on this page.

6. Provide information about experienced personnel to perform highway construction contracts. Both management and labor work force should be addressed.

   Vendor PreQualification application (web): Complete the Add Employee page using the link on the Employee Data page.

7. If you elect to pre-qualify as a bidder, you must provide the names and addresses of persons/companies/corporations/ firms for whom your company/corporation/firm has performed related type work within the last three (3) years. Responses from the reference(s) must be on the Department of Transportation forms and must be received by the Department of Transportation prior to evaluating the request for prequalification.

Web application: On the Attached Documents page, select Blank Reference Letters from the Standard Forms drop-down list box.

Submission

You may submit your application using the Vendor PreQualification application or by mailing your application. Refer to the two options below.

Vendor PreQualification Application - Once you have completed and submitted your vendor application from the web application, only support documentation (additional forms, explanation to questions and/or resumes) must be mailed to the Contractual Services Unit. The documentation to be submitted will be listed on the Application Summary page of the web application.

PreQualification printed Application - When you have completed your application, submit the printed application along with all support documentation to the Contractual Services Unit.

Concepts & Common Features

This section explains common features and navigational components that appear in the Vendor PreQualification application.

Refer to the following topics on this page for more information.

What you should know about using this application

A vendor [company/corporation/firm] must submit a new prequalifcation application, when their status lapses beyond their anniversary date of their original prequalification application. This condition is considered a reinstatement and requires the vendor to apply for a new prequalification status. All applicants must re-qualify every three years, and must renew annually. To re-qualify, the prospective applicant must submit a completed application, on or before the firm’s anniversary date of the original prequalification. Reminder letters are sent approximately 60 days prior to the vendor's anniversary date.

Data entered on any of the Vendor PreQualification application pages will not be saved, if the user exits the page without selecting the 'Next' or 'Save' button. The next button is also a save function.

If the vendor does not complete all required fields on a page, data will not be saved when exiting the page (using the back button). You will not be able to advance to the next page without having required fields completed. A notification appears to alert you of any incomplete required fields when selecting the Next or Save button.

An application cannot be submitted for approval until all required fields and sections are completed, and all entries are validated. Any responses that do not comply with this application's business rules are flagged and appear on the Application Summary page as incomplete.

If you are continuing an application from a previous session, you will encounter pages that you completed in a previous session as 'Incomplete' on the Summary page during this session. All pages must be reviewed and accepted in the current session by selecting the "Next" button on each page. The Summary page will reflect all pages that have been completed, and you will be able to submit the application.

An applicant cannot make additional changes to an application once it is submitted to the Contractual Services Unit (CSU). Once submitted, the application is under CSU review. If changes are necessary, contact CSU, refer to CSU Contact Address page. If the Contractual Services Unit identifies any change(s) to an application, CSU will notify the vendor and release the application (Change Approved Application appears on the Application Actions page) for updating. The review process is stopped until the vendor resubmits the application to continue the review process.

The Vendor PreQualification application accommodates Bidders, Purchase Order (PO) Prime Contractors, Subcontractors, and Private Consulting companies/corporations/firms as prequalification application types. In some rare occasions, an applicant may apply as both Bidder and Private Consulting, or PO Prime Contractor and Private Consulting, or Subcontractor and private consulting types. In either case, an applicant is required to complete only one prequalification application; on the Application Action page, select all the types of qualifications that apply, i.e. Bidder, PO Prime Contractor, Subcontractor and/or Private Consultant. A company that has been pre-qualified as a Bidder is also pre-qualified as a PO Prime Contractor and Subcontractor and is not required to submit a subcontractor application.

Bidders

Prequalification of Primary Contractors is required for a firm to bid on projects let by the DOT central office (Raleigh). Bidders can also bid as Prime Contractors on non-SBE purchase order contracts (POCs).

Bidders are on a three year cycle. The first year is prequalification, follow by two years of renewal.

PO Prime Contractor

Prequalification as a PO Prime Contractor is required for a firm to bid on non-SBE purchase order contracts (POCs).

A company that has been pre-qualified as a PO Prime Contractor is not required to submit separate subcontractor applications.

Subcontractors

Subcontractors may bid with a primary contractor(s) on Raleigh let projects. However, before beginning work, they must be pre-qualified by CSU.

A company that has been pre-qualified as a Bidder is also pre-qualified as a PO Prime Contractor and Subcontractor and is not required to submit separate PO Prime Contractor and Subcontractor applications.

Subcontractors are on a three year cycle. The first year is prequalification, followed by two years of renewal.

Professional Services (Private Consulting Firms)

Professional services are required to apply for a new application every year.

Professional services who desire to work with NC DOT must be approved by each unit that they wish to perform work.

Using the Breadcrumb Trail

The Vendor PreQualification application contains breadcrumbs, which contains links to previously accessed pages, or parent pages. These links are a navigational component that allows you to return to a previous page (or a more general parent page), and assists you in identifying where you are in relation to the rest of the application.

In the example below, the user is on page 2 of the Safety Questionnaire section of the application. Selecting the PreQualification link returns you to the PreQualification Locations page.

Security & Accessing the PreQualification Application

The Vendor PreQualification application is available to administrators, vendor users (engineering firms, highway contractors and professional services) and other users (NC DOT business users) who have been authorized to access the application. The role assigned to you determines the functionality you have within the application.

First time access, you must get approval for login to NCID and the Vendor PreQualification application. The approval process involves three steps. You must complete each step in the order presented.

Step 1: You are required to access the Vendor PreQualification application through a login to NCID. NCID is a standard identity management and access service provided by the North Carolina Office of Information Technology Services for authentication and authorization of state applications, in this case, the Vendor PreQualification application. The NCID page provides information and step-by-step instructions on how to create your account. For assistance, contact ITS Service Desk, please use the following contact numbers: 919-754-6000 or 800-722-3936.

Step 2: Once you receive your NCID login, you are required to send a request to NC DOT CSU to access the Vendor PreQualification application, for contact information, refer to Contacts topic. The following information must be provided on your company's letterhead to the CSU.

NCID User ID - XXXXXXXXXXXXXXX (this should display on the screen based on the information from NCID

Your Name – XXXXXXXXXXXXXXX (this should display on the screen based on the information from NCID

Contact phone number

Contact e-mail (if available)

company/business name

Tax ID for the company or business you wish to have pre-qualified

Name, title, and signature of an officer of the firm

Step 3: You will be notified when your user role and login are ready. Proceed to Accessing the Application procedure below when you receive notification from CSU.

Note: *Regularly scheduled maintenance is performed weekly from 6:00 P.M. Saturday until 6:00 A.M. Sunday. During this time you may encounter slowness, delays or no response* *from the application, it is advisable to log out of the application and log back in at another time.*

Accessing the Application

1. Enter the following URL in the Address field of your web browser: https://apps03.dot.state.nc.us/Vendor/Prequal, then select the **Enter** key.

   Complete the login to NCID by entering your UserID and Password.

   After you have successfully logged into NCID, a list of existing vendors and application(s) you are authorized to work with will be displayed. If no vendors or applications exist that you are authorized to work with, you will have the option to create a new application.

   Note: *You have access only to the tax id(s) that is assigned to you by the administrator of the Vendor PreQualification application. If you have additional tax ids that are not listed or an error was made with the tax id(s) that appear, contact the Construction Unit.*

   The PreQualification Locations page appears.

   Note: *If no vendors or applications exist for your assigned tax id, your only option will be to create a new location. If you believe you should have existing vendors or applications, please contact Contractual Services.*

Locations								
Name	Physical Address	Mailing Address	Bidder	POPC	Sub	Pri Conslt	Next Action Date	Application Number
Coach Construction	133 Coach Street Coach, NC 27102			✓	✓			1000000086
Zzz Construction	100 Milna Street Cary, NC 27612	PO Box 2123 Cary, NC 27513	✓		✓	✓		1000000177

   Note: *All vendor addresses that exist for the tax id display on the Locations page, regardless of whether the location(s) is pre-qualified or not.*

2. Select one of the options below:

   - To create an application for an existing location or to continue an application, select the location name. The Application Actions page appears, refer to Application Actions topic for additional information.

- To create a new location and application, refer to Create a New Location topic for additional information.

Create a New Location

When you elect to create a new location for an application, you are creating a new location and application which is associated with the Tax ID you selected. This new location will appear on the PreQualification location page after you complete the Application Actions and Application Address pages. You will be able to select this location the next time you login to the Vendor Prequalification application and continue the application.

Note: you should select the Create New Location link only if the location you wish to create an application for does not appear in the list. But, if you have moved from a location and the old location appears in the list, the vendor should select that previous location and update the address on the appropriate page(s) of the Vendor PreQualification application.

If you need to create a new application for a new tax id that you are not currently authorized for, contact the Contractual Services Unit, refer to Contacts for address information. You are required to provide the following information on your company's letterhead to the CSU.

NCID User ID - XXXXXXXXXXXXXXX (this should display on the screen based on the information from NCID

Your Name – XXXXXXXXXXXXXXX (this should display on the screen based on the information from NCID

Contact phone number

Contact email (if available)

company/business name

Tax ID for the company or business you wish to have pre-qualified

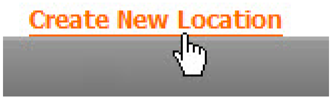
Name, title, and signature of an officer of the firm

Once the new tax id has been added to the application and your user id, you can create a new location and application for this new tax id. Refer to Create a new location for information.

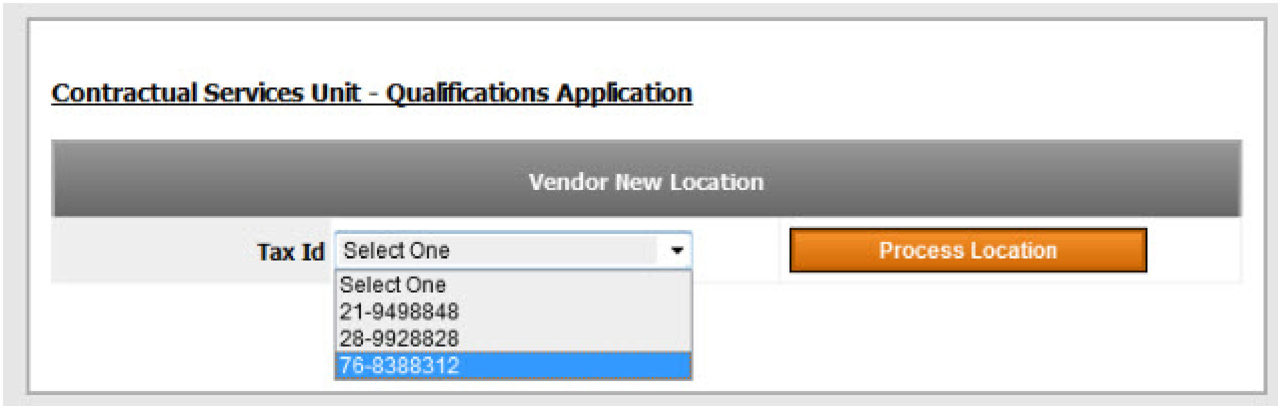
Create a New Location for an Existing Tax ID

Note: *If you are only authorized to work with a single tax id, the new location will automatically be created for that tax id. If you are authorized to work with multiple tax ides, you will be prompted to select the tax id for the new location.*

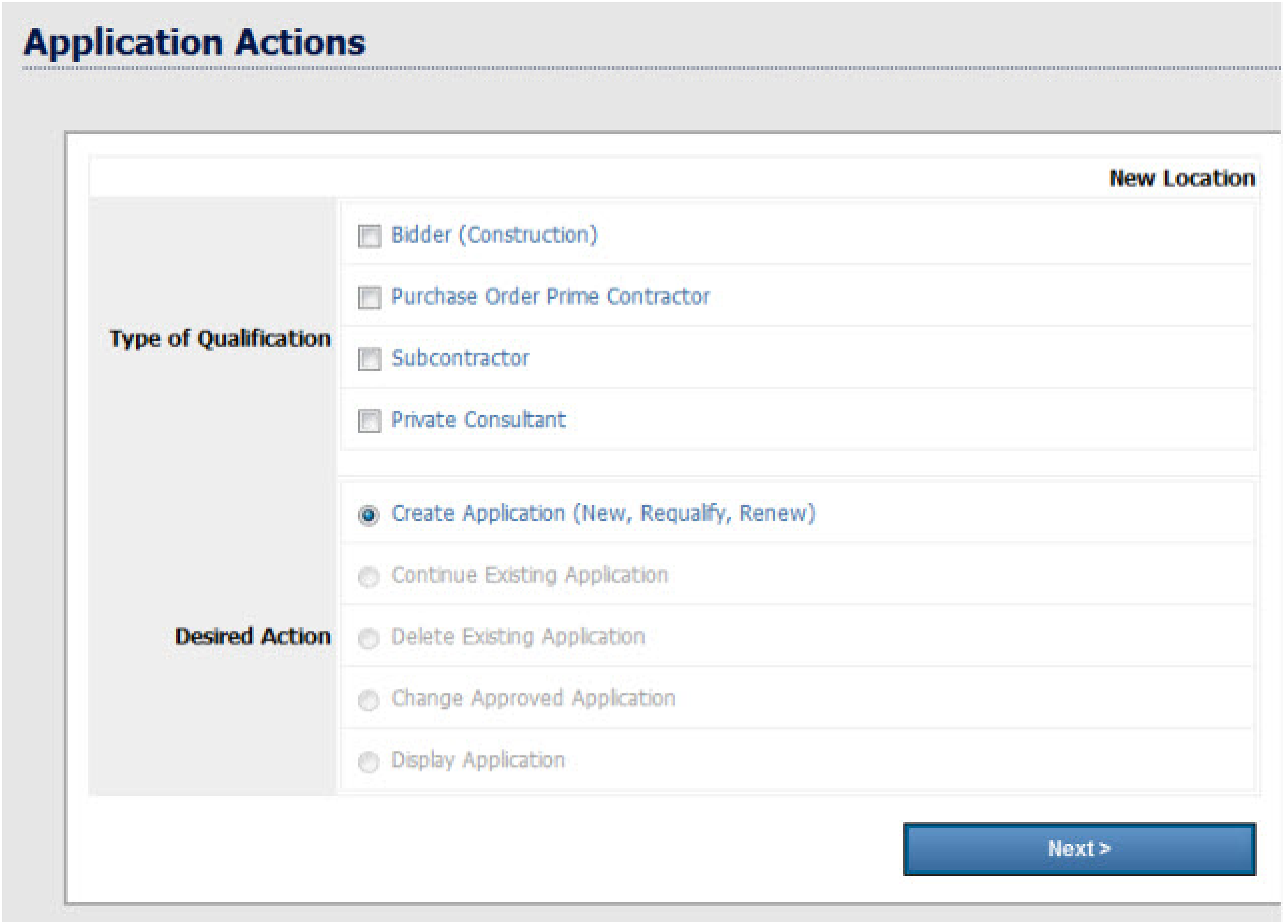
1. Select **Create New Location** link.



2. If prompted, select a **Tax ID** from the Tax ID drop-down list; then, select the **Process Location** button. The Application Actions page appears.



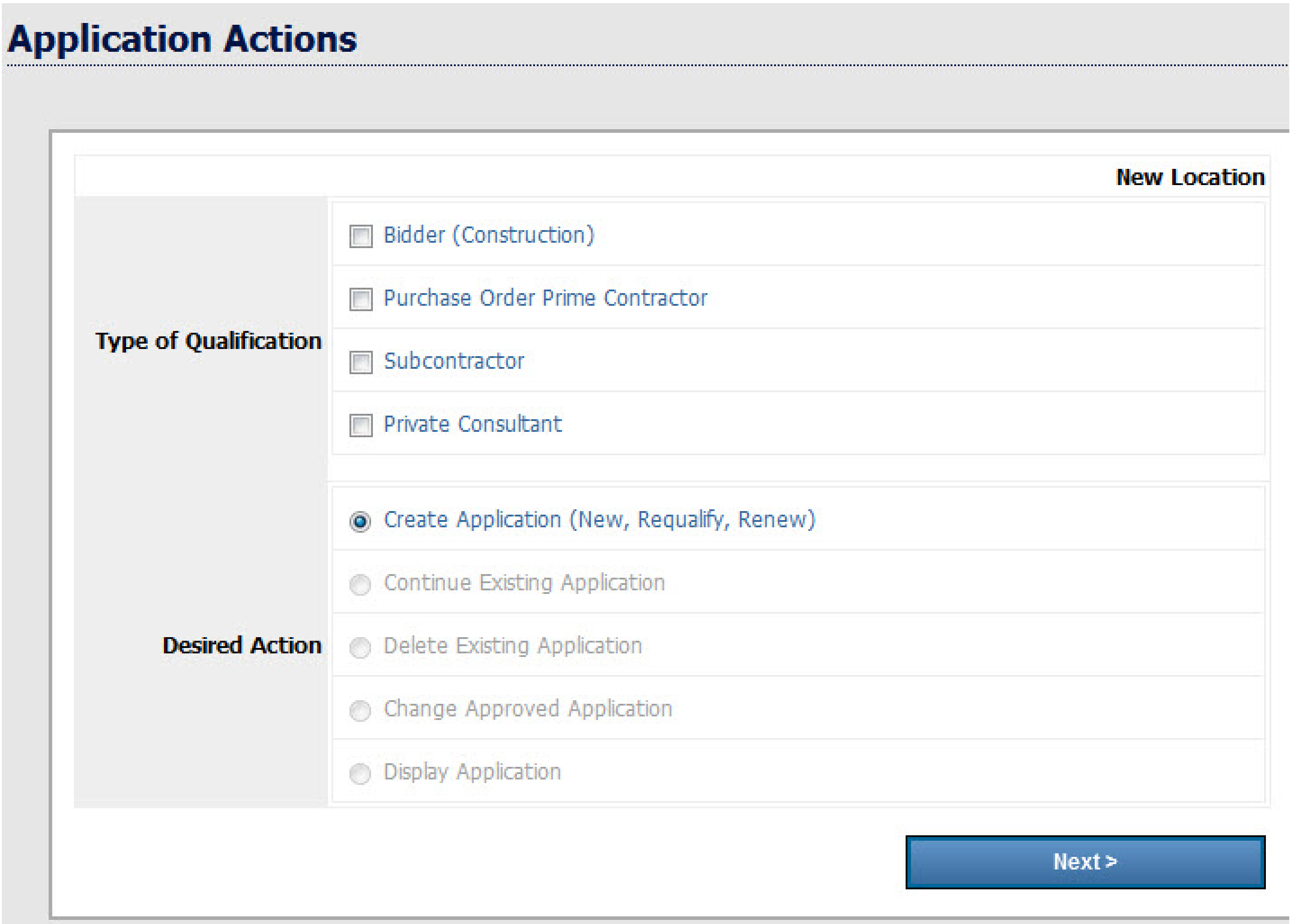
The Application Actions page appears. Refer to Application Action topic for additional information.



Application Actions
New Location
Type of Qualification
Bidder (Construction)
Purchase Order Prime Contractor
Subcontractor
Private Consultant
Desired Action
Create Application (New, Requalify, Renew)
Continue Existing Application
Delete Existing Application
Change Approved Application
Display Application
Next >

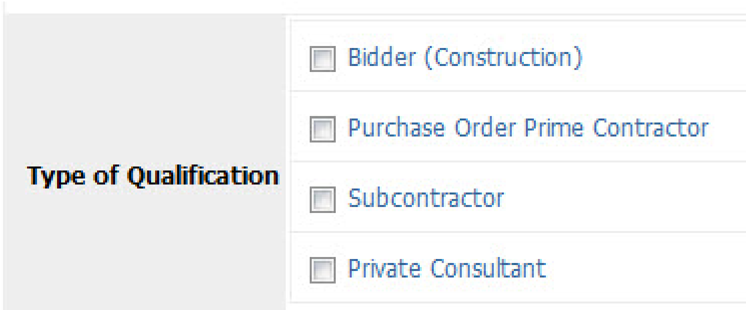
Application Actions

The Application Actions page allows you to select how you want to proceed with the Vendor PreQualification application.



Refer to the procedures and descriptions below for selection options:

1. Select **Type of Qualification** . *You may select more than one qualification type.*



Bidder (construction) - any individual, firm, or corporation, desiring to pre-qualify and bid on proposed projects being let by the NC DOT (from Raleigh).

> **Note:** *If you have been pre-qualified as a PO Prime Contractor, and you wish to bid on proposed projects being let by NC DOT, you must complete and submit a bidder prequalification application.*
>
> **Note:** *If you have been pre-qualified as a Subcontractor, and you wish to bid on proposed projects being let by NC DOT, you must complete and submit a bidder prequalification application.*

Purchase Order (PO) Prime Contractor - any individual, firm, or corporation, desiring to pre-qualify and bid on non-SBE purchase order contracts (POCs).

> **Note:** *If you have been pre-qualified as a Bidder, you are automatically pre-qualified as a PO Prime Contractor and a Subcontractor.*

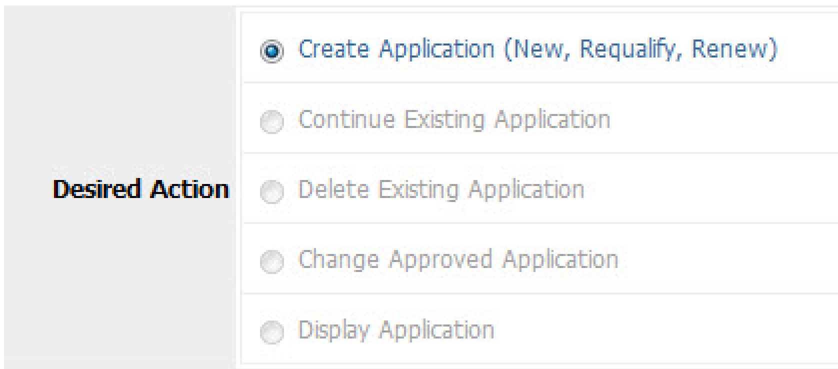
Subcontractor - any individual, firm, or corporation that would like to perform work under the supervision of another individual, firm or corporation that has been qualified to bid on proposed projects being let by NC DOT (from Raleigh).

> **Note:** *If you have been pre-qualified as a Bidder or PO Prime Contractor, you are automatically pre-qualified as a Subcontractor.*

Private Consultant - any individual, firm, or corporation that would like to perform work with NC DOT.

> **Note:** *You may select more than one type of qualification. For example, if you are a private consultant and qualifying to be a bidder, select both types (private consultant and bidder). If you are a private consultant and qualifying to be a subcontractor, select both types (private consultant and subcontractor).*

2. Select **Type of Action** to be performed. If several options are available, select only one option.



Note: *Your application role and your application status will dictate the options you have available for selection.*

Create Application (New, Re-qualify, Renewal, Reinstatement) - an applicant begins the prequalification process.

Continue Existing Application - an applicant logs in and continues or completes their application. This selection is also used when an application is rejected by an administrator and you must update the application before re-submitting.

Delete Existing Application - an administrator can cancel an application. If you want your application deleted, contact the Construction Unit.

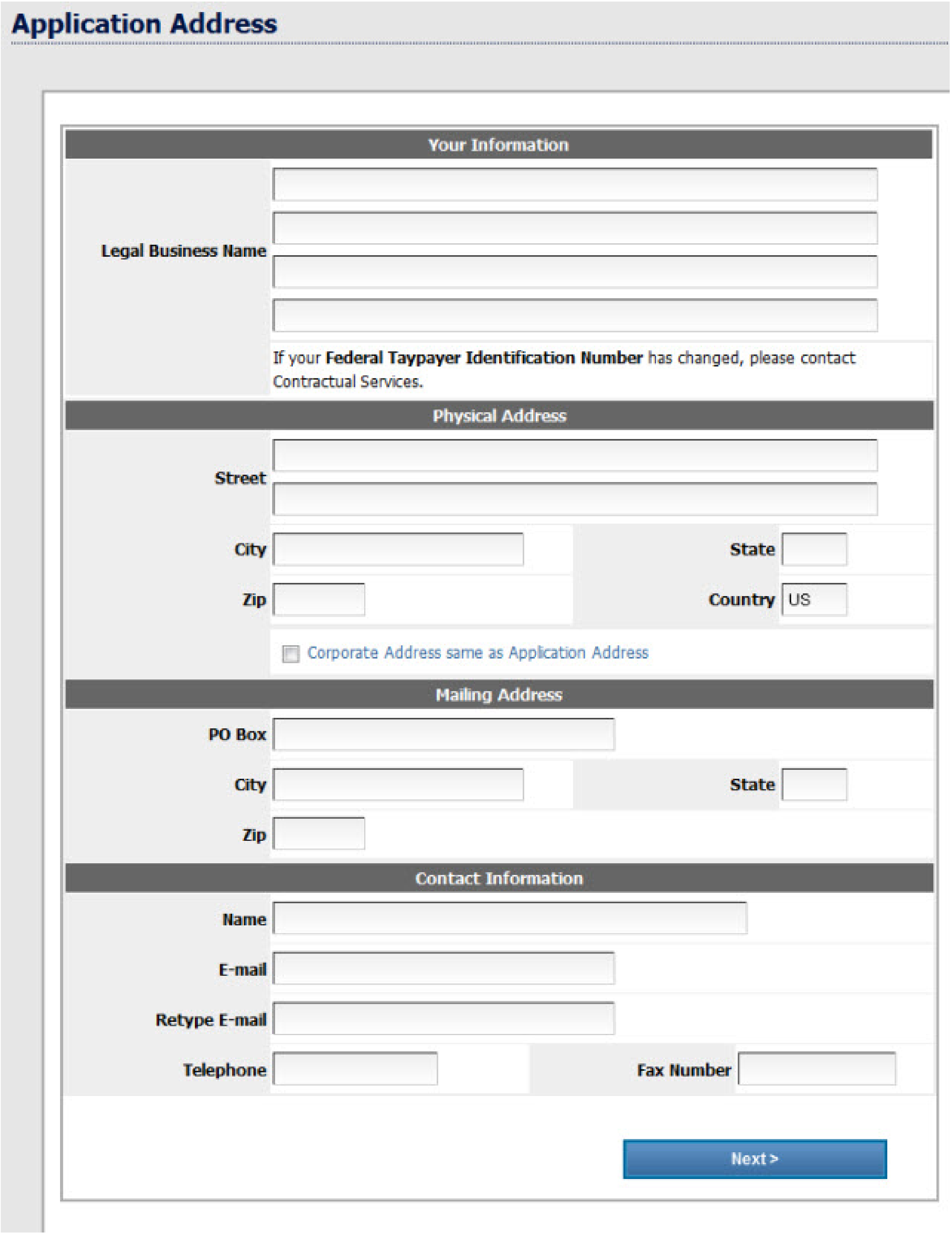
Change Approved Application - an applicant selects this option to make mid-year changes to their application. This does not result in the vendor being renewed or re-qualified.

Display Application - an applicant can view their application without making any changes.

3. Select **Next** button to advance to the Application Address page.

Application Address

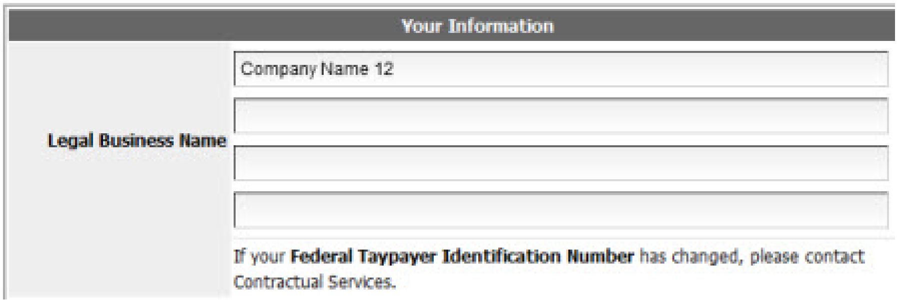
The Application Address page is used to enter, update or view your company/corporation/firm's address information.



Note: *The information you enter on your prequalification application is maintained by NC DOT. So, next year when you apply for renewal or prequalification again, the data will* *automatically populate the fields in the application, requiring you to verify and update only the data that has changed.*

Refer to the processes and definitions below for more information.

Legal Business Name

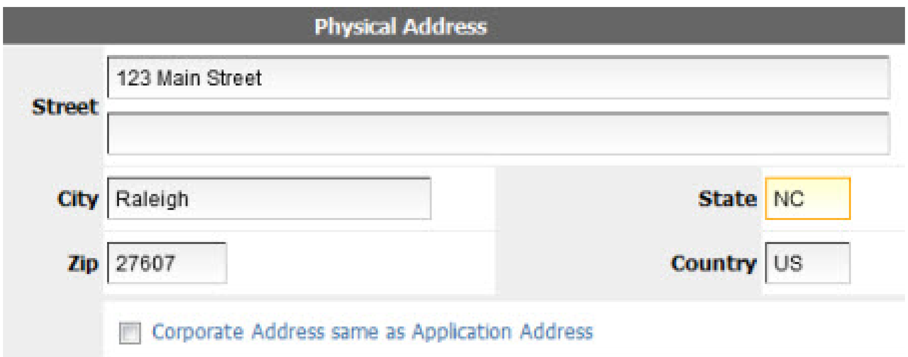


1. Enter firm's **Legal Business Name** in the Legal Business Name field. The legal business name is the name registered on your federal tax id form.

Federal Tax ID

> **Note:** *If your tax id has changed, notify CSU to correct the information. Refer to [Contacts] for additional information.*

Physical Address



2. Enter firm's **Physical Location** in the Street field. *A required field, unless a P. O. Box number is entered in the section below.*

3. Enter **City** the firm is located in the City field. *A required field.*

4. Enter **State** abbreviation the firm is located in the State field. *A required field.*

5. Enter **5-digit or 9-digit Zip-Code Number** associated with the firm's physical location in the Zip field. *A required field.*

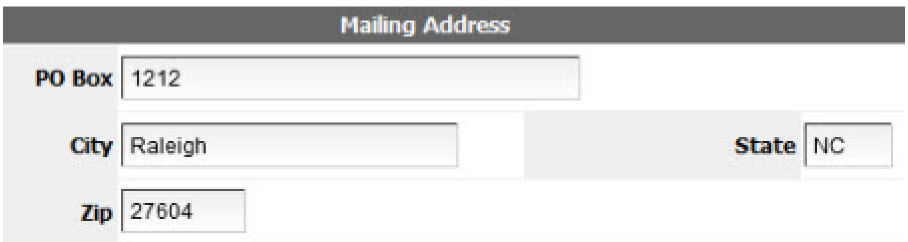
6. Enter **Nation** the firm's physical location is located in the Country field. If location is in the United States, enter US. *A required field.*

7. On the next page, you will be prompted to enter your firm's Corporate Address. If the corporate address is the same as the application address, check **Corporate Address same as Application Address** checkbox. The address data entered on the Application Address will appear on the Corporate Address page.

Note: *This option only exists when an application is initially being created.*

Mailing Address

If the business has a post office address for mailing, complete the following fields. If you enter a post office box number, all the other fields under this heading must be completed.



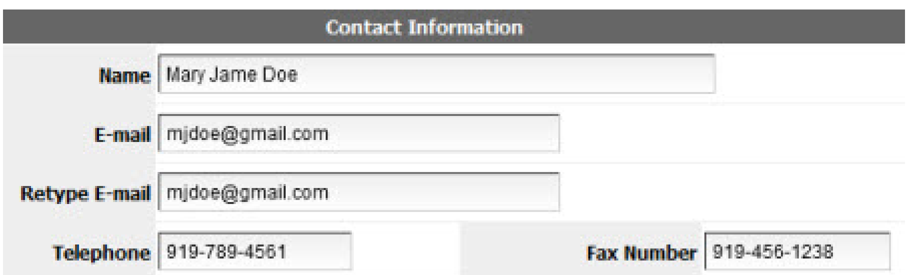
8. Enter firm's **Post Office Box Number** in the PO Box field.

9. Enter **City** the firm is located in the City field.

10. Enter **State** abbreviation the firm is located in the State field.

11. Enter **5-digit or 9-digit Zip-Code Number** associated with the firm's physical location in the Zip field.

Contact Information



12. Enter **Name** of the person within the firm who can be contacted in the Name field.

13. Enter contact person's **E-mail i**n the E-mail field. Then, re-enter **E-mail** for verification.

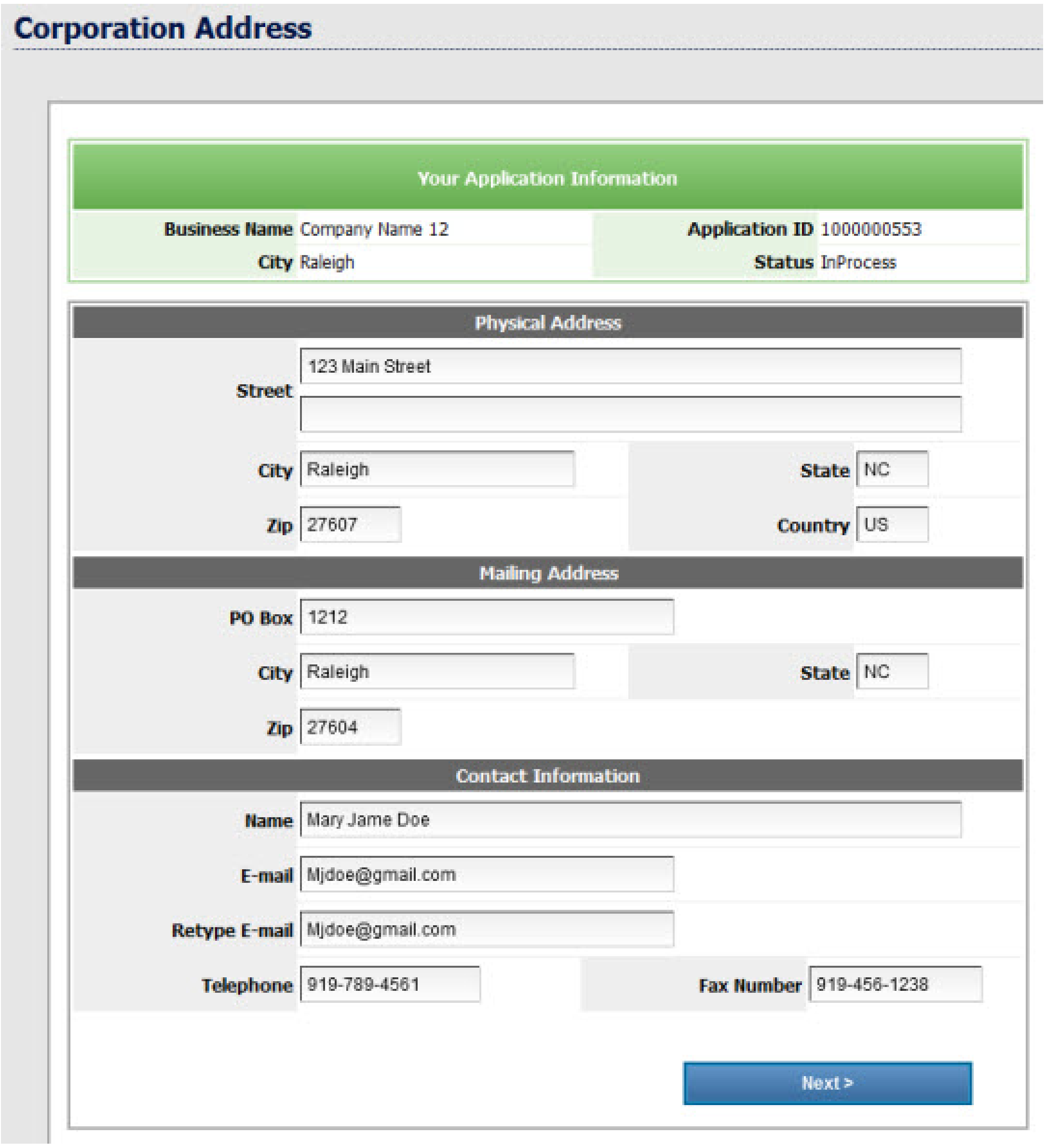
14. Enter contact person's **Telephone Number** in the Telephone field.

15. Enter contact person's **Fax Telephone Number** in the Fax Number field.

15. Select **Next** button to advance to the Corporation Address page.

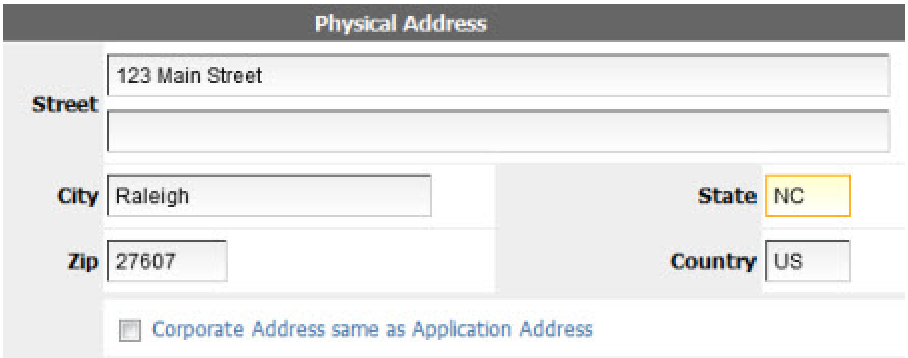
Corporation Address

The Corporation Address page is used to enter, update or view the current corporate address information about your firm. The business name and city automatically populates from the Application Address page and cannot be edited. During the initial application create, fields on this page will auto-populate if you selected "*Corporate Address same as Application Address*" checkbox on the previous page. Otherwise, data will not auto-populate from the Application Address page. You are required to complete all fields; even if, the information is the same as the Application Address page.



Physical Address

All the fields under this heading are required fields.



1. Enter corporate office **Physical Location** in the Street field. *A required field, unless a P. O. Box number is entered in the section below.*

2. Enter **City** the corporate office is located in the City field. *A required field.*

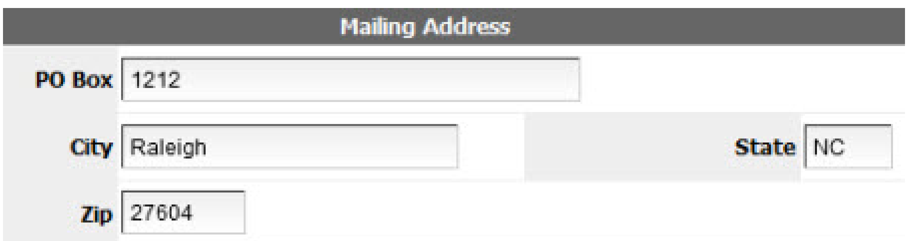
3. Enter **State** abbreviation the corporate office is located in the State field. *A required field.*

4. Enter **5-digit or 9-digit Zip-Code Number** associated with the corporate office physical location in the Zip field. *A required field.*

5. Enter **Nation** the corporate office physical location is located in the Country field. If location is in the United States, enter US. *A required field.*

Mailing Address

If the business has a post office address for receiving mail, complete the following fields. If you enter a post office box number, all the other fields under this heading must be completed.



6. Enter corporate office **Post Office Box Number** in the PO Box field.

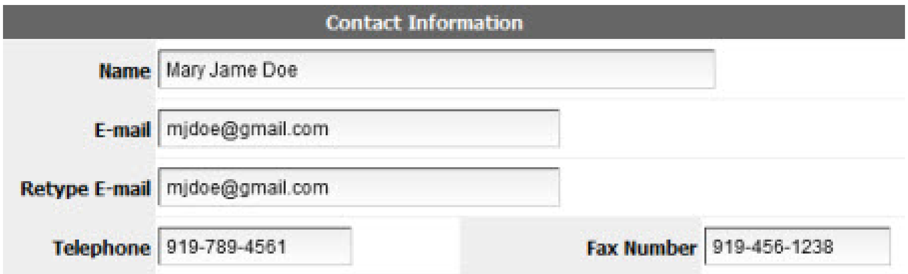
7. Enter **City** the corporate office is located in the City field.

8. Enter **State** abbreviation the corporate office is located in the State field.

9. Enter **5-digit or 9-digit Zip-Code Number** associated with the corporate office physical location in the Zip field.

Contact Information

The contact information on this page is to identify whom within the corporation can be contacted by NC DOT for business related information.



10. Enter **Name** of the person within the corporate office who can be contacted in the Name field.
11. Enter contact person's **E-mail** in the E-mail field. Then, re-enter **E-mail** for verification.
12. Enter contact person's **Telephone Number** in the Telephone field.
13. Enter contact person's **Fax Telephone Number** in the Fax Number field.
14. Select **Next** button to advance to the Corporation Information page.

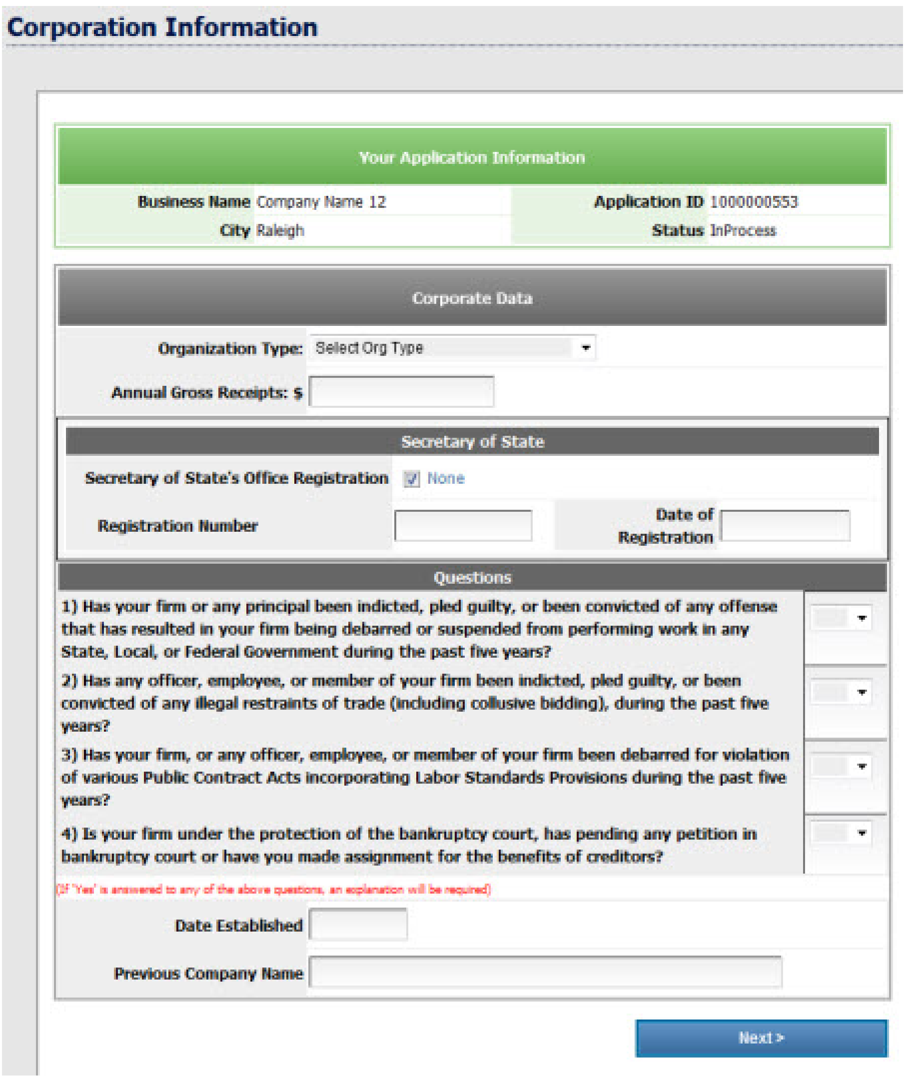
Corporation Information

The Corporation Information page is used to provide information about your firm.

Note: *Type of Qualification determines what questions will appear on the Corporation Information page. Exceptions will be noted in the step-by-steps below.*

The Corporation Information example below is for a *Private Consulting Firm*.

- The Secretary of State's Office Registration fields appears and may be completed by private consulting firms.
- It should be noted that Bidders, PO Prime Contractors, and Subcontractors will not see these fields on their applications.



Corporation Information

Your Application Information

Business Name	Company Name 12	Application ID	1000000553
City	Raleigh	Status	InProcess

Corporate Data

Organization Type: Select Org Type

Annual Gross Receipts: $

Secretary of State

Secretary of State's Office Registration ☑ None

Registration Number

Date of Registration

Questions

1) Has your firm or any principal been indicted, pled guilty, or been convicted of any offense that has resulted in your firm being debarred or suspended from performing work in any State, Local, or Federal Government during the past five years?

2) Has any officer, employee, or member of your firm been indicted, pled guilty, or been convicted of any illegal restraints of trade (including collusive bidding), during the past five years?

3) Has your firm, or any officer, employee, or member of your firm been debarred for violation of various Public Contract Acts incorporating Labor Standards Provisions during the past five years?

4) Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court or have you made assignment for the benefits of creditors?

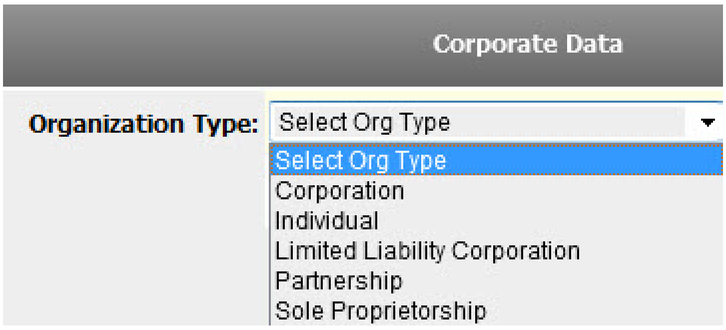
(If 'Yes' is answered to any of the above questions, an explanation will be required)

Date Established

Previous Company Name

Next >

1. Select **Type of Organization** that your firm represents.



Corporation - an association of individuals, created by law or under authority of law, having a continuous existence independent of the existences of its members, and powers and liabilities distinct from those of its members.

Individual - an one-person business organization which the owner and worker are the same person. The individual is not a separate entity from the owner, the individual directly owns the business and is directly responsible for its debts.

Limited Liability Corporation - a business that is a hybrid of a partnership and a corporation but owned by its members. Its owners are shielded from personal liability and all profits and losses pass directly to the owners without taxation of the entity itself.

Partnership - a form of business entity in which two or more co-owners engage in business for profit. The business assets and business debts are jointly owned by the partners. The individuals involved are personally responsible for all debts and legal obligations of the business, including those incurred by the other partners when doing business on behalf of the company.

Sole Proprietorship - a business that is owned and run by one individual and there is no legal distinction between the owner and business.

2. Enter the **Corporation's Annual Gross Receipts** from the corporation's last year's tax return in the Annual Gross Receipts field.

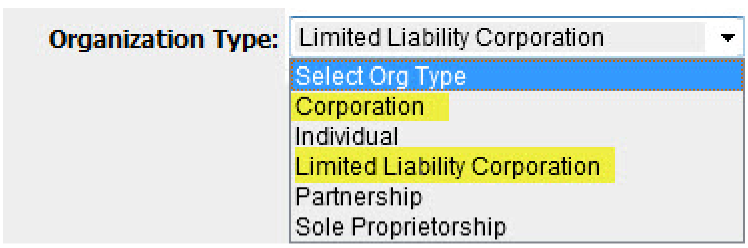
Note: *Annual gross receipts refers to the corporation's gross or total income plus cost of goods sold, from all locations as defined by or reported on the Federal Income*

Tax return.

Exceptions: based on the Type of Qualification, the following fields will appear on the Corporation Information page:

If you selected only **PO Prime Contractors** as the Type of Qualification - a firm applying to be a PO Prime Contractor, but not a Bidder; can specify if they want to be pre-qualified to bid on contracts in excess of $500,000. The default answer to this question is **No**, but you can change the answer to **Yes**. If you select Yes, a Bond letter is required.

If you selected only **Private Consulting Firms** as the Type of Qualification - a Private Consulting Firm who selects Corporation or Limited Liability Corporation as their Organization Type will have the option to complete the Secretary of State's Office Registration fields. Or, leave the **None** checkbox checked if you do not have a registration number.



If you un-check **None**, enter your **Corporations's Registration Number** issued by the North Carolina Secretary of State Office of Registration in the Registration number field. Enter **Date the Registration** was issued in the Date of Registration field.

3. Answer the four questions provided by selecting **Yes** or **No** from the drop-down list associated with each question. If any of the answers are yes, provide a written explanation and attach to the signed documents when submitting your application.

4. Enter **Date** your corporation was started in the Date Established field. Note, you must enter a month, day and year. The date entered must be prior to the current day, otherwise, a informational message appears.

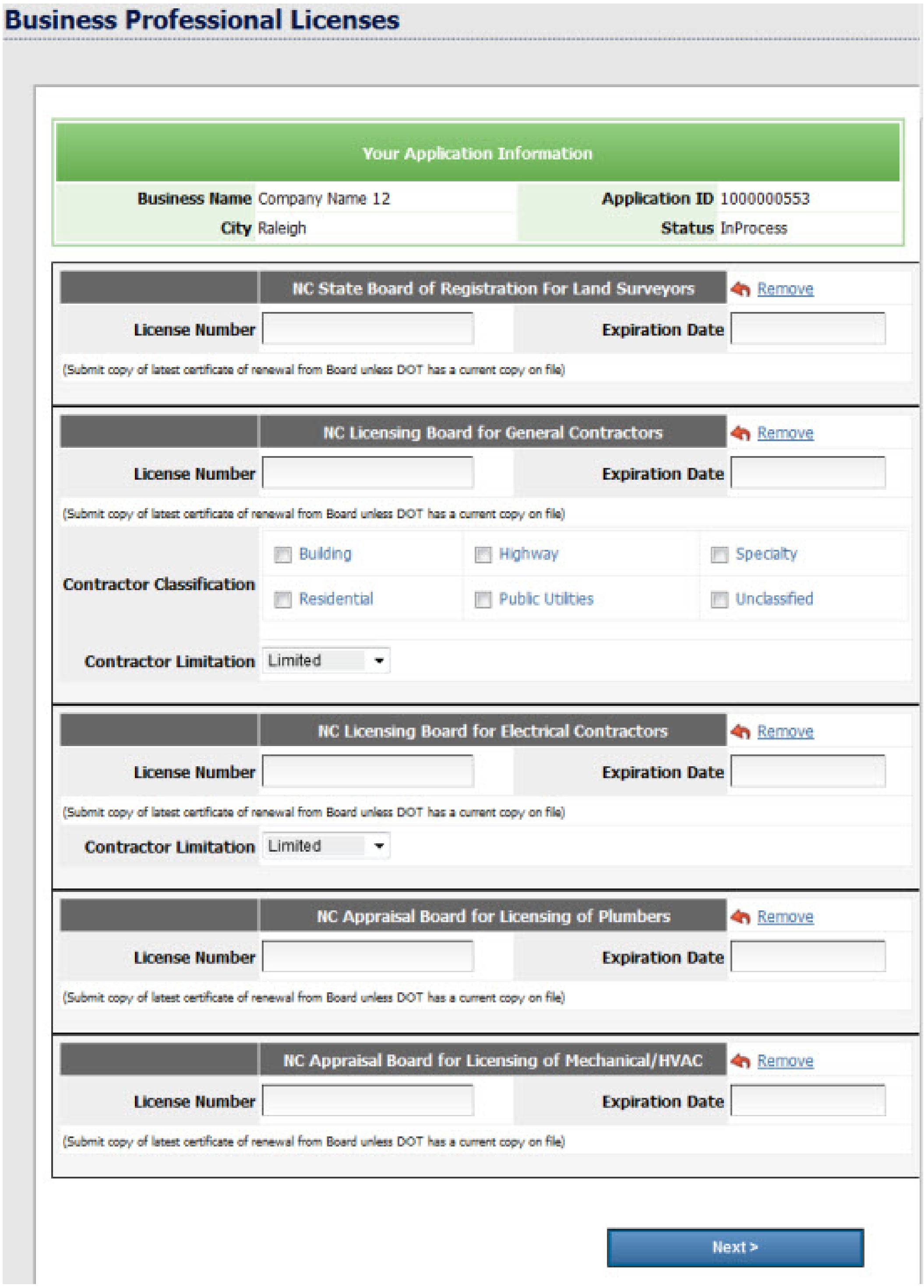
5. If the corporation/company was previously known by another name, enter this **Name** in the Previous Company Name field.

6. Select **Next** button to advance to the Licenses page.

Licenses for Bidders, PO Prime Contracts, & Subcontractors

This Licenses page is used by all Bidders, PO Prime Contractors, and Subcontractors to enter their general and electrical contractor licenses information. It is required to enter your company/corporation/firm's licenses.

Remove icon is used to clear information from the fields for the selected license. Once the License page has been saved, return to the Business Professional Licenses page. Locate the license you want to clear, select **Remove** icon. The License Number and Expiration Date fields will be blank again.



Business Professional Licenses

Your Application Information

Business Name	Company Name 12	**Application ID**	1000000553
City	Raleigh	**Status**	InProcess

NC State Board of Registration For Land Surveyors — Remove

License Number ____ **Expiration Date** ____

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC Licensing Board for General Contractors — Remove

License Number ____ **Expiration Date** ____

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

Contractor Classification

- Building
- Highway
- Specialty
- Residential
- Public Utilities
- Unclassified

Contractor Limitation Limited

NC Licensing Board for Electrical Contractors — Remove

License Number ____ **Expiration Date** ____

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

Contractor Limitation Limited

NC Appraisal Board for Licensing of Plumbers — Remove

License Number ____ **Expiration Date** ____

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC Appraisal Board for Licensing of Mechanical/HVAC — Remove

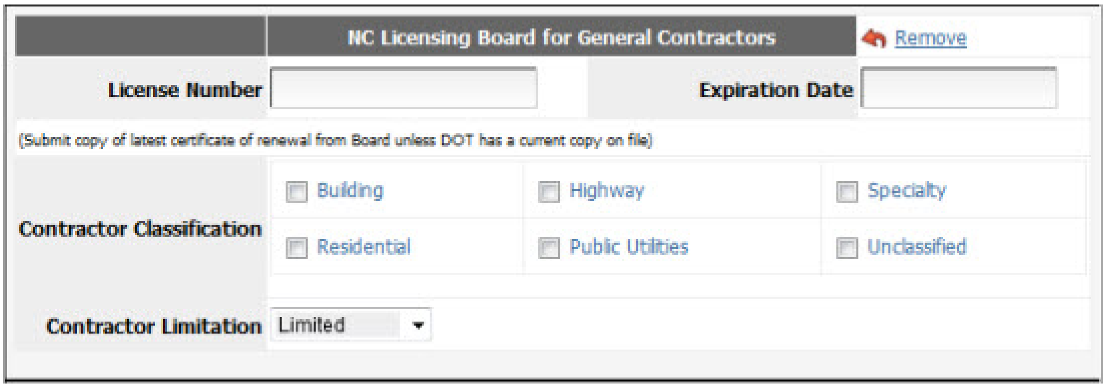
License Number ____ **Expiration Date** ____

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

Next >

Note: *If licenses are entered on this page, you will be required to provide a copy of your firm's current license when submitting your application, if CSU does not have a copy of your current license on file. The Application Summary page will provide a reminder that a copy of your license must be submitted to CSU upon completion of the PreQualification application.*

General Contractor License



1. Enter your firm's **License Number** in the License Number field.
2. Enter **Date the License** expires in the Expiration Date field.
3. Select as many **Contractor Classifications** that apply by checking the checkbox.

   Building - those contractors who specialize in building construction.

   Highway - those contractors who specialize in highway construction.

   Specialty - those contractors whose operations are the performance of construction work requiring special skill and involving the use of specialized building trades or crafts.

   Residential - those contractors who specialize in residential home construction.

   Public Utilities - those contractors who specialize in construction for public utilities companies.

   Unclassified - includes all the types of classification listed.

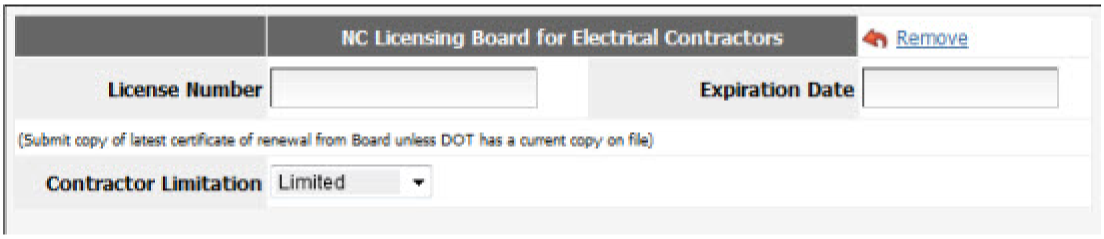
4. Select **Type of License** from the Contractor Limitation drop-down list.

   Limited - Up to $350,000.00 on any single project.

   Intermediate - Up to $700,000.00 on any single project.

   Unlimited - Not restricted as to the value of any single project.

Electrical Contractor License



5. Enter your firm's **License Number** in the License Number field.

6. Enter **Date the License** expires in the Expiration Date field.

7. Select **Type of License** from the Contractor Limitation drop-down list.

   Limited - Licensee shall be permitted to engage in a single electrical contracting project of a value not in excess of twenty-five thousand dollars ($25,000) and on which the equipment or installation in the contract is rated at not more than 600 volts.

   Intermediate - Licensee shall be permitted to engage in a single electrical contracting project of a value not in excess of seventy-five thousand dollars ($75,000).

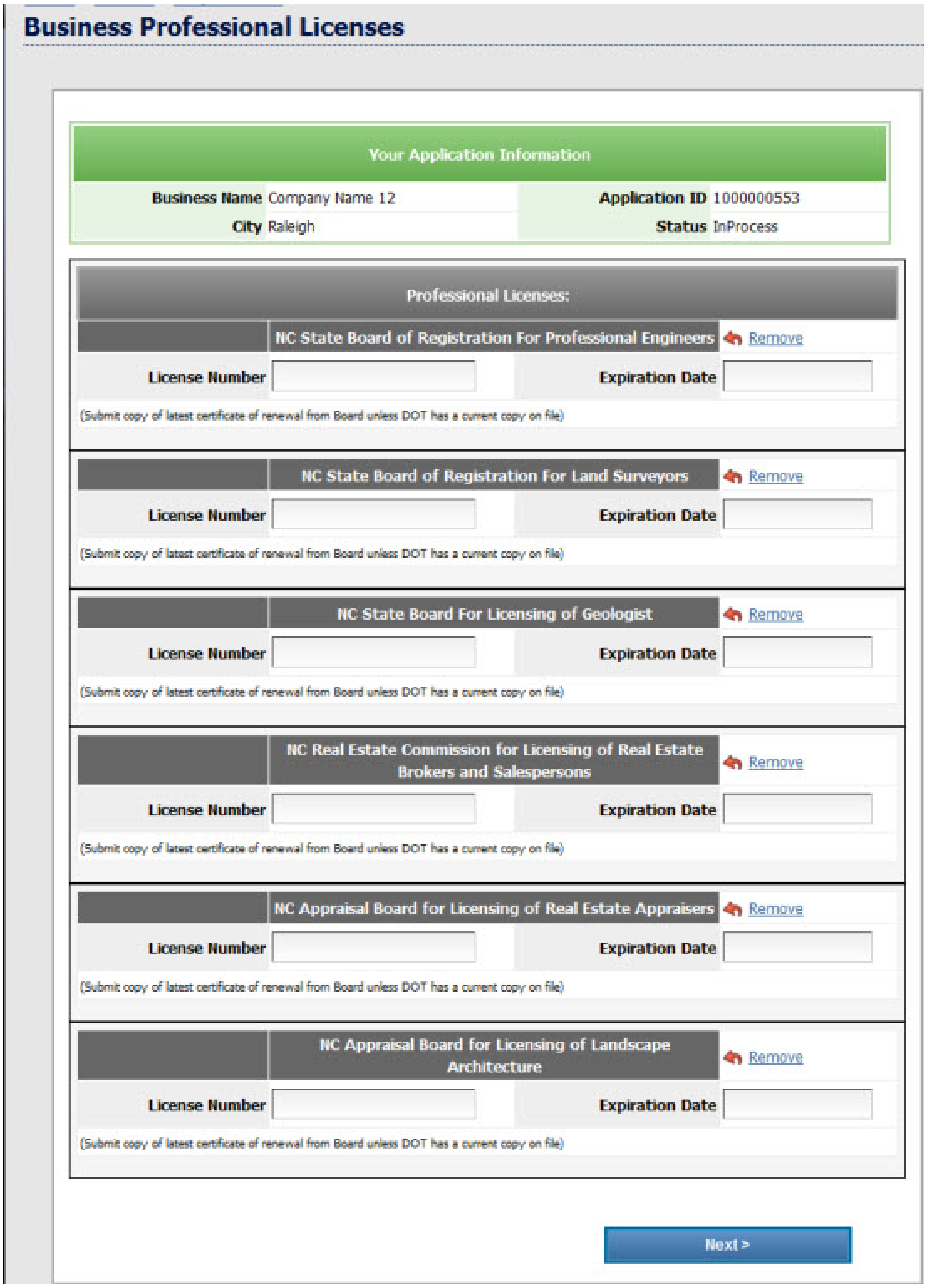
   Unlimited - Licensee shall be permitted to engage in any electrical contracting project regardless of value.

8. Select **Next** button to advance to the Owner Data page.

Licenses for Private Consultants

This License page appears when you select the Private Consultant qualification type on the Application Action page. It is required for you to enter your firm's professional licenses.

Remove icon is used to clear information from the fields for the selected license.
Once the page has been saved, return to the Business Professional Licenses page.
Locate the license you want to clear, select **Remove** icon.
The License Number and Expiration Date fields will be blank again.



Business Professional Licenses

Your Application Information

Business Name	Company Name 12	**Application ID**	1000000553
City	Raleigh	**Status**	InProcess

Professional Licenses:

NC State Board of Registration For Professional Engineers — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC State Board of Registration For Land Surveyors — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC State Board For Licensing of Geologist — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC Real Estate Commission for Licensing of Real Estate Brokers and Salespersons — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC Appraisal Board for Licensing of Real Estate Appraisers — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

NC Appraisal Board for Licensing of Landscape Architecture — Remove

License Number ______ **Expiration Date** ______

(Submit copy of latest certificate of renewal from Board unless DOT has a current copy on file)

Next >

Note: *If licenses are entered on this page, you will be required to provide a copy of your firm's current license when submitting your application, if CSU does* <u>*not*</u> *have a copy of your current license on file. The Application Summary page will provide a reminder that a copy of your license must be submitted to CSU upon completion of the PreQualification application.*

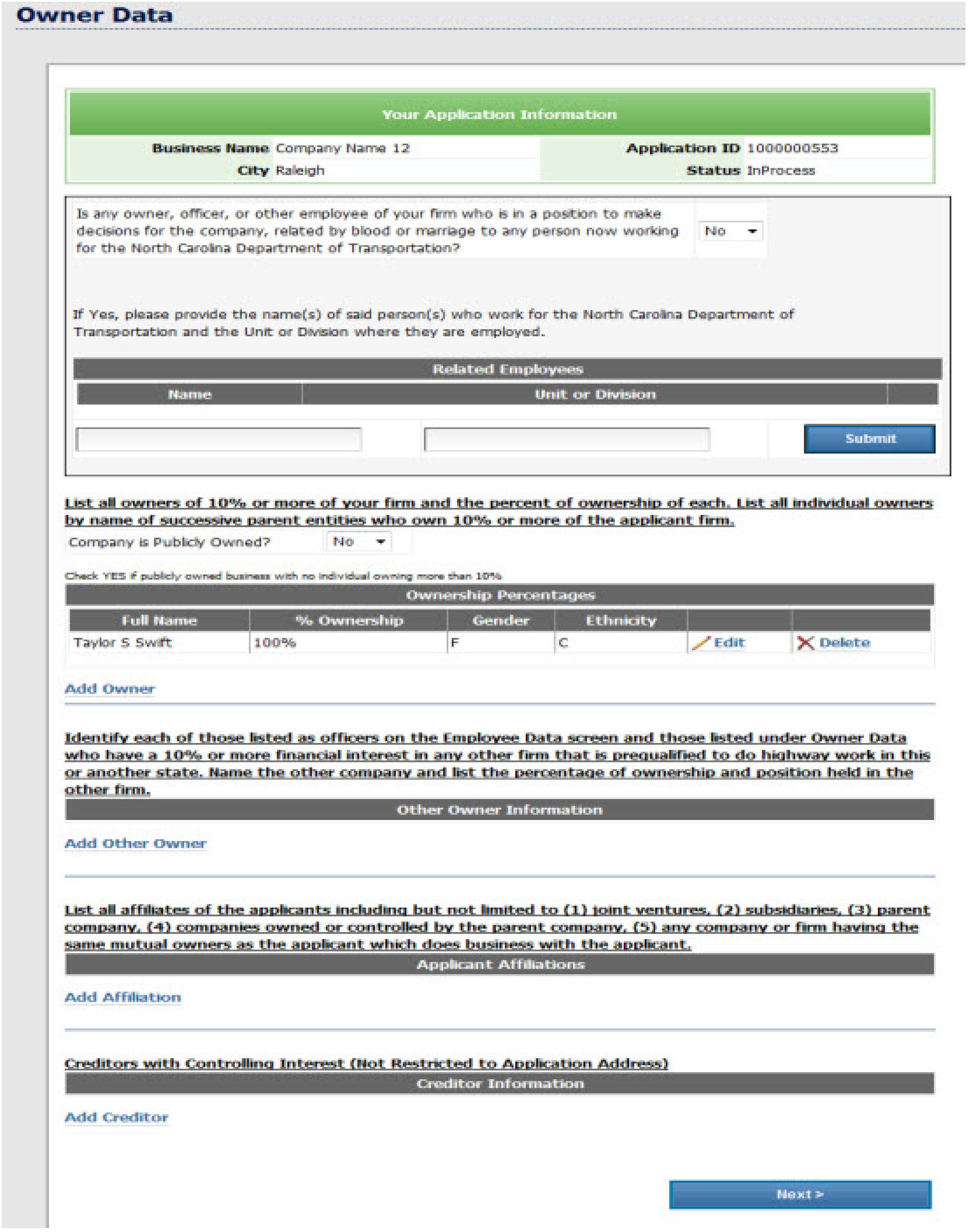
Professional Licenses

1. Enter your firm's **License Number** in the License Number field.
2. Enter **Date the License** expires in the Expiration Date field.
3. Select **Next** button to advance to the Owner Data page.

Owner Data Page

The Owner Data page provides you with the opportunity to identify if the company/corporation/firm is publicly owned and give additional information about your company. Links are provided to add owners, ownership, affiliations and creditors associated with your company/corporation/firm.

> **Note:** *If you are creating a new location application, the owner data may auto-populate from the NC DOT vendor database.*



Owner Data

Your Application Information			
Business Name	Company Name 12	**Application ID**	1000000553
City	Raleigh	**Status**	InProcess

Is any owner, officer, or other employee of your firm who is in a position to make decisions for the company, related by blood or marriage to any person now working for the North Carolina Department of Transportation? No

If Yes, please provide the name(s) of said person(s) who work for the North Carolina Department of Transportation and the Unit or Division where they are employed.

Related Employees

Name	Unit or Division	
		Submit

List all owners of 10% or more of your firm and the percent of ownership of each. List all individual owners by name of successive parent entities who own 10% or more of the applicant firm.

Company is Publicly Owned? No

Check YES if publicly owned business with no individual owning more than 10%

Ownership Percentages

Full Name	% Ownership	Gender	Ethnicity		
Taylor S Swift	100%	F	C	Edit	Delete

Add Owner

Identify each of those listed as officers on the Employee Data screen and those listed under Owner Data who have a 10% or more financial interest in any other firm that is prequalified to do highway work in this or another state. Name the other company and list the percentage of ownership and position held in the other firm.

Other Owner Information

Add Other Owner

List all affiliates of the applicants including but not limited to (1) joint ventures, (2) subsidiaries, (3) parent company, (4) companies owned or controlled by the parent company, (5) any company or firm having the same mutual owners as the applicant which does business with the applicant.

Applicant Affiliations

Add Affiliation

Creditors with Controlling Interest (Not Restricted to Application Address)

Creditor Information

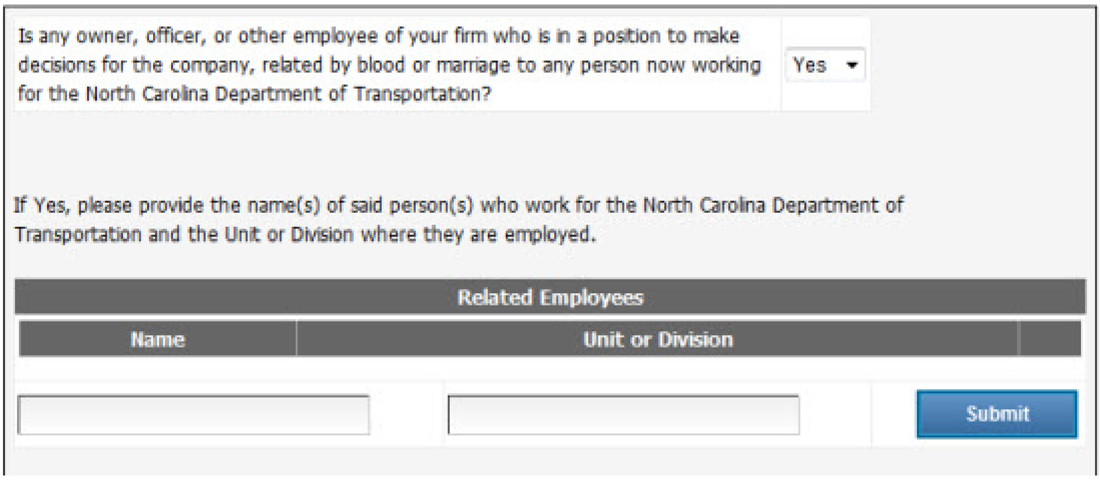
Add Creditor

Next >

1. Select **Yes** from the drop-down list if someone within the firm is related to a NCDOT employee.

   Enter **state employee's name and agency** in the Name and Unit or Division fields.

   Select **Submit** button.

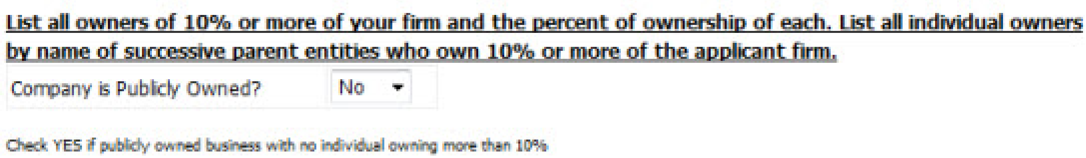


2. Select **Yes** from the drop-down list if your firm/corporation is publicly owned.

   Proceed to adding owner, ownership, affiliation and/or creditor information.

   Select **No** from the drop-down list if your firm/corporation is not publicly owned.

   Proceed to the next question.



3. Add or update information for Owner, Ownership, Affiliation, and/or Creditors. Use the links to access the appropriate pages. Refer to the topics below for additional information.

   Owner Data - Add Owner
   Other Ownership and Officer Information - Add Other Owner
   Other Affiliations - Add Affiliation
   Creditors with Controlling Interest - Add Creditor

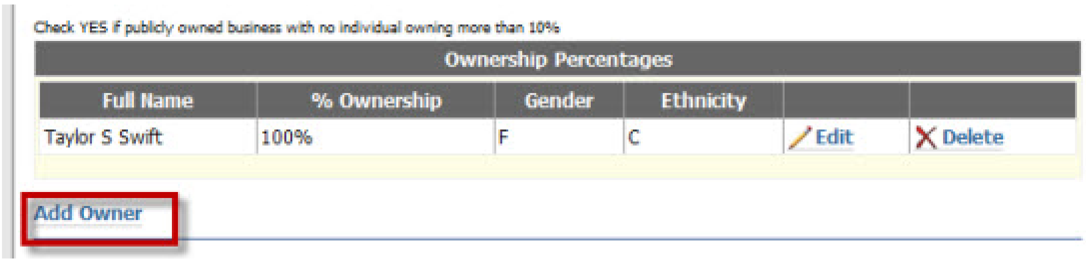
4. Select the **Next** button to advance to the **Work Codes** page if your application is for Bidder, PO Prime Contractor, or Subcontractor.

   If the application is for a Private Consultant, select **Next** button to advance to the **Desired Disciplines** page.

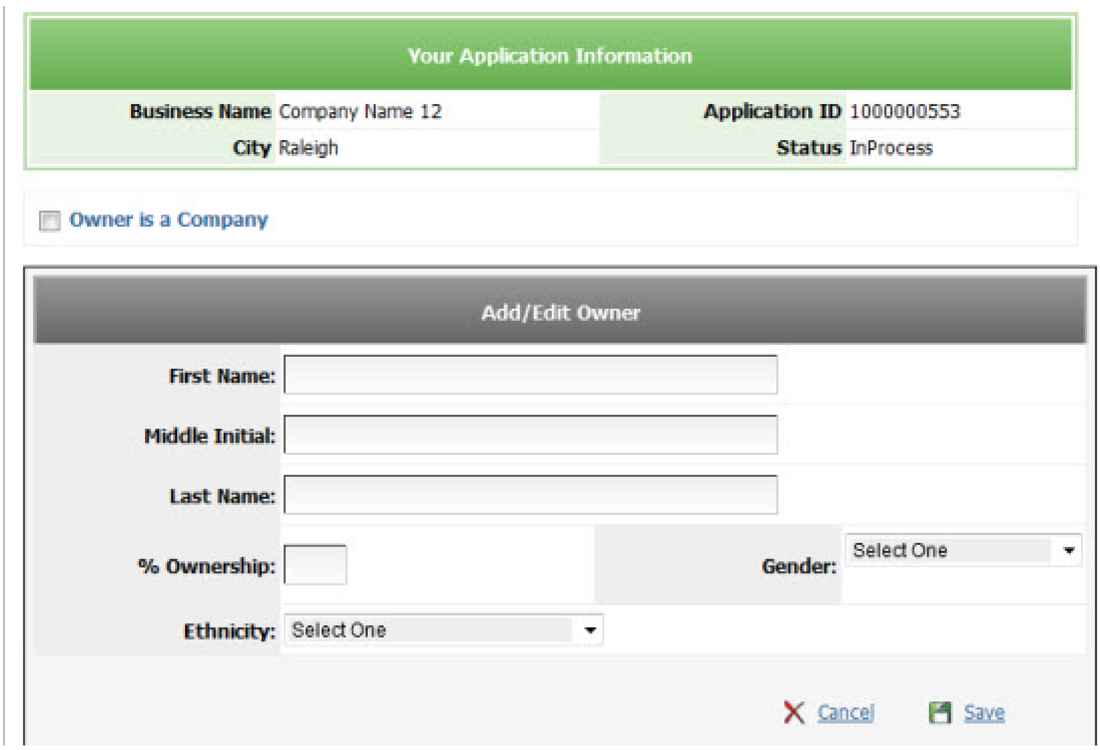
Add Owner

The Add Owner page provides you with the ability to enter information about the owner(s) of your company/corporation/firm if the company is not publicly owned. You must enter at least one owner and include any other owners who own 10% or more of the company. The total ownership for the company/corporation/firm cannot exceed 100% ownership.

1. Select **Add Owner** link located on the Owner Data page.



Add Owner dialog box appears.



Note: *If the Owner is an individual rather than a company, leave the Owner Is a Company checkbox unchecked.*

2. Enter **Owner's First Name** in the First Name field.

3. Enter **Owner's Middle Initial** in the MI field.

4. Enter **Owner's Last Name** in the First Name field.

5. Enter **Percentage** of person's ownership of the firm in the % Ownership field.

6. Select **Gender** of the owner from drop-down list.

7. Select person's **Ethnicity** from drop-down list. Options: Black American, Caucasian American, Hispanic American, Subcontinent Asian American, Native American or Asian/Pacific American.

8. Select **Save** button to save the record.

   Select **Cancel** button if you want abort the save process.

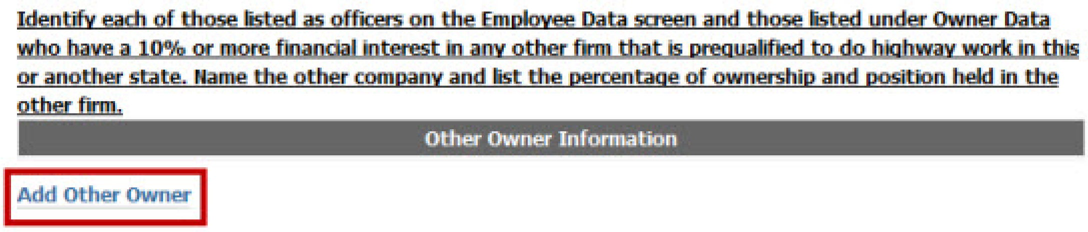
9. The application returns to Owner Data page.

   The record you created appears under the Owner Data heading on the Owner Data page.

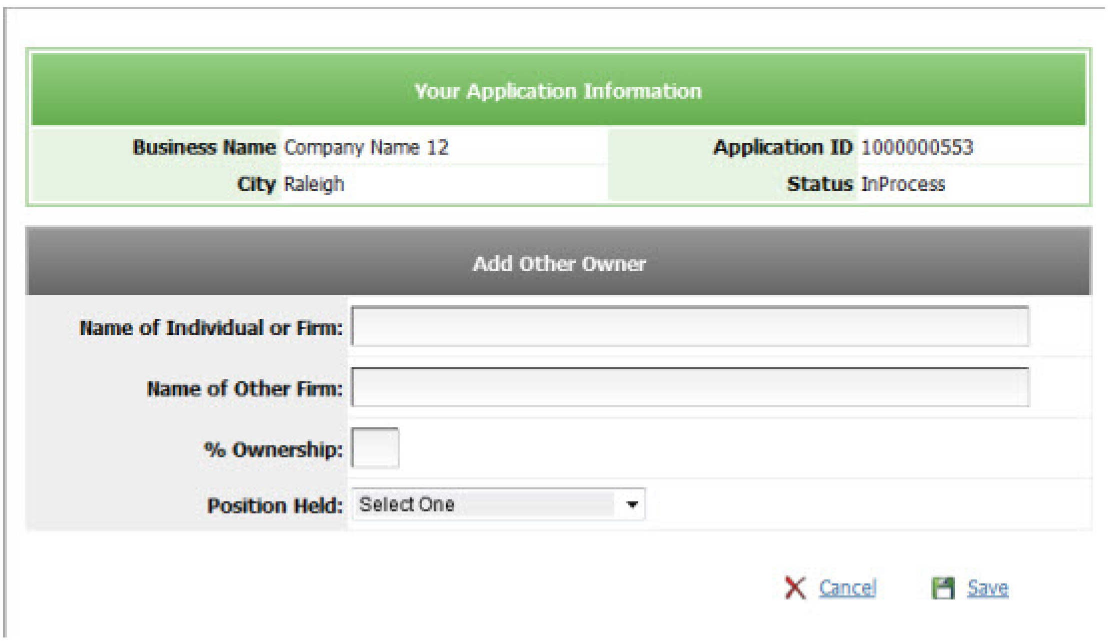
Add Other Owner

The Add Other Owner page provides you with the ability to enter information about 'other owners' such as officers within your company who own, are part owner or have a vested interest in another company.

1. Select **Add Other Owner** link located on the Owner Data page.



Add Other Owner dialog box appears.



Note: *All fields are required to be completed before proceeding to the next page.*

2. Enter **Name of Individual or Firm** of the officer in Name of Individual or Firm field.

3. If the name is of an individual was entered in step 1, enter **Name of the Firm** that the officer is part owner in Name of Other Firm field.

4. Enter **Percentage** the person owns in this other firm in % Ownership field.

5. Select person's **Position Held** in this other firm from Position Held drop-down list.

6. Select **Save** button to save record.

   Select **Cancel** button to abort the save process.

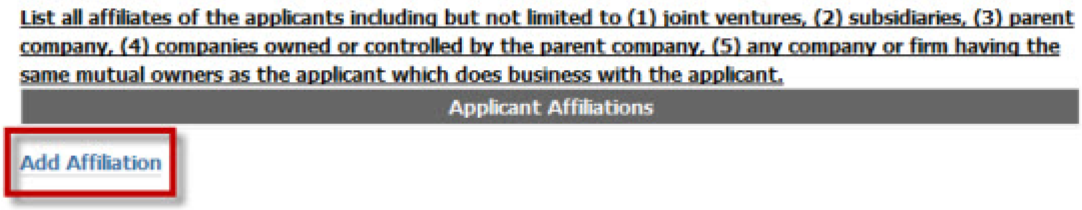
7. The application returns to the Owner Data page.

   The record you created appears under the Other Ownership Information (Not Restricted to Application Address) heading on the Owner Data page.

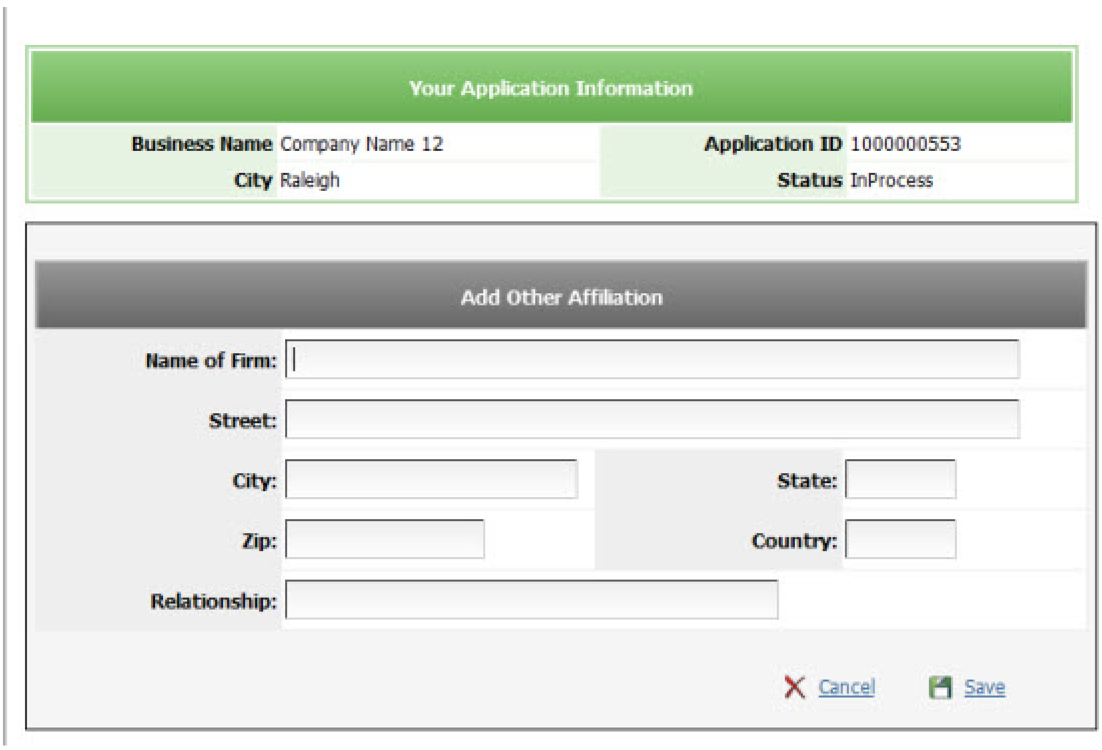
Add Affiliation

The Add Other Affiliation page is used to enter information about other affiliations that may be connected or associated with your company/corporation/firm.

1. Select **Add Affiliation** link located on the Owner Data page.



Add Other Affiliation dialog box appears.



Note: *All fields are required to be completed before proceeding to the next page.*

2. Enter **Name of the Firm** that is associated with the firm in the Name of the Firm field.
3. Enter firm's **Physical** location in the Street field.
4. Enter **City** this firm is located in the City field.

5. Enter **State** abbreviation this firm is located in the State field.

6. Enter **5-digit or 9-digit Zip Code Number** associated with this firm's physical location in the Zip field.

7. Enter **Nation** this firm's physical location is located in the Country field. If location is in the United States, enter US.

8. Enter firm's **Relationship** to your firm in the Relationship field.

9. Select **Save** button to save record.

   Select **Cancel** button to abort the save process.

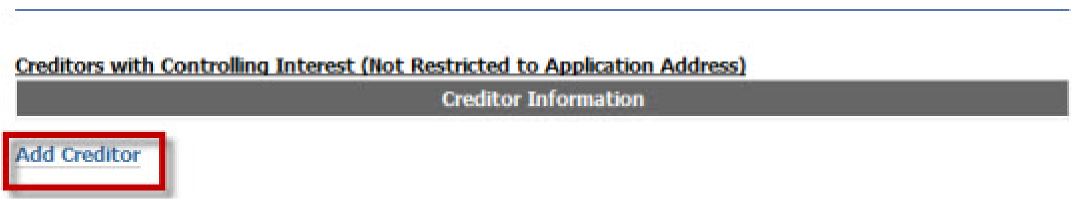
10. The application returns to the Owner Data page.

    The record you created appears under the Other Affiliation, Including Land Owners (Not Restricted to Application Address) heading on the Owner Data page.

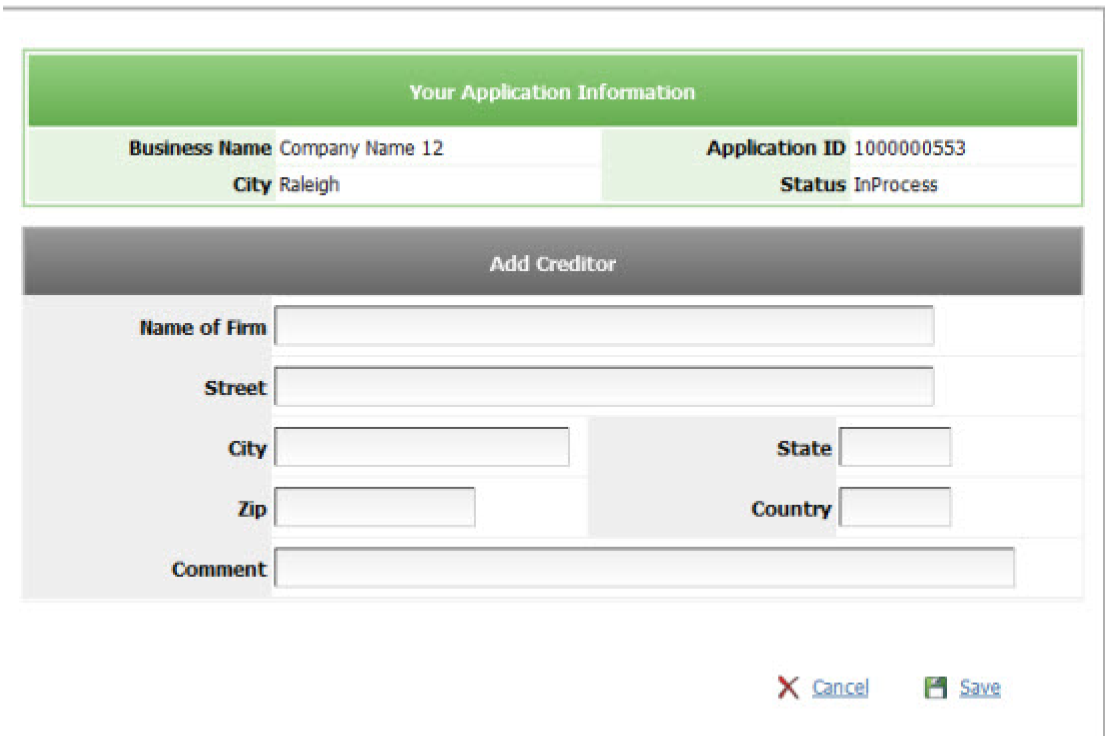
Add Creditors with Controlling Interest

The Add Creditors with Controlling Interest page provides you with the opportunity to enter information for any creditor who is affiliated with your company/corporation/firm.

1. Select **Add Creditor** link located on the Owner Data page.



Add Creditors with Controlling Interest dialog box appears.



Note: *All fields are required to be completed except the comment field before proceeding to the next page.*

2. Enter **Name of the Creditor Firm** that is associated with your firm in the Name of the Firm field.

3. Enter firm's **Physical** location in the Street field.

4. Enter **City** this firm is located in the City field.

5. Enter **State** abbreviation this firm is located in the State field.

6. Enter **5-digit or 9-digit Zip Code Number** associated with this firm's physical location in the Zip field.

7. Enter **Nation** this firm's physical location is located in the Country field. If location is in the United States, enter US.

8. Enter your **Comments** about this creditor in the Comment field.

9. Select **Save** button to save the record.

   Select **Cancel** button to abort the save process.

10. The application returns to the Owner Data page.

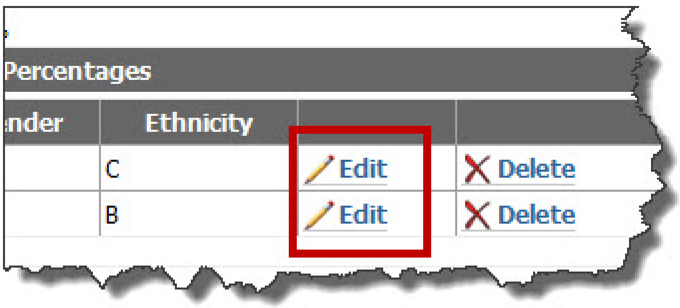
    The record you created appears under the Creditors with Controlling Interest (Not Restricted to Application Address) heading on the Owner Data page.

Edit Owner Data

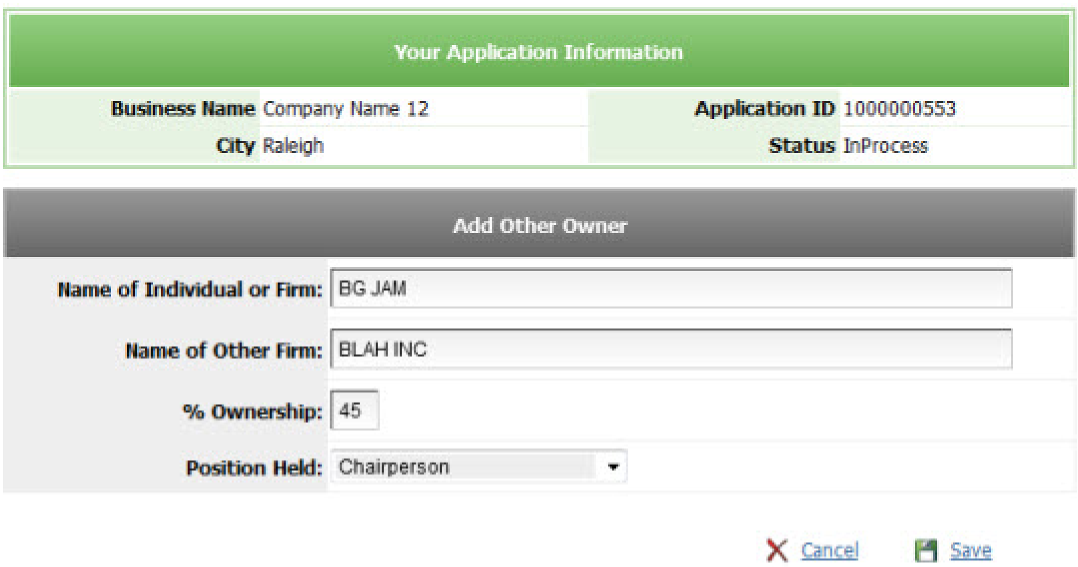
You have the ability to edit any of the records you created and are associated with the owner's data any time before the application is submitted for review to CU. This includes the owner data, ownership\officer information, affiliations and creditors with controlling interest that appears on the Owner Data page.

1. Select **Edit** link associated with the record on the Owner Data page.

   In the example below, one of the ownership records is selected for editing.



   Continuing with the example above, the Other Ownership record appears.



2. Select and edit the text you want to change. Refer to the following topics for additional information.

Owner Data - Owner field descriptions.

Other Ownership \ Officer Information - Other Owner field descriptions.

Other Affiliation, Including Land Owners - Affiliation field descriptions.

Creditors with Controlling Interest - Creditors field descriptions.

3. Select **Save** button to save the record.

   Select **Cancel** button if you want abort the save process.

4. The application returns to the Owner Data page.

   The record you edited appears under the appropriate heading on the Owner Data page.

Delete Owner Data

You have the ability to delete any of the records you created that is associated with the owner's data any time before the application is submitted for review to CU. This includes the owner data, ownership\officer information, affiliations and creditors with controlling interest that appears on the Owner Data page.

1. Select **Delete** link associated with the record on the Owner Data page.

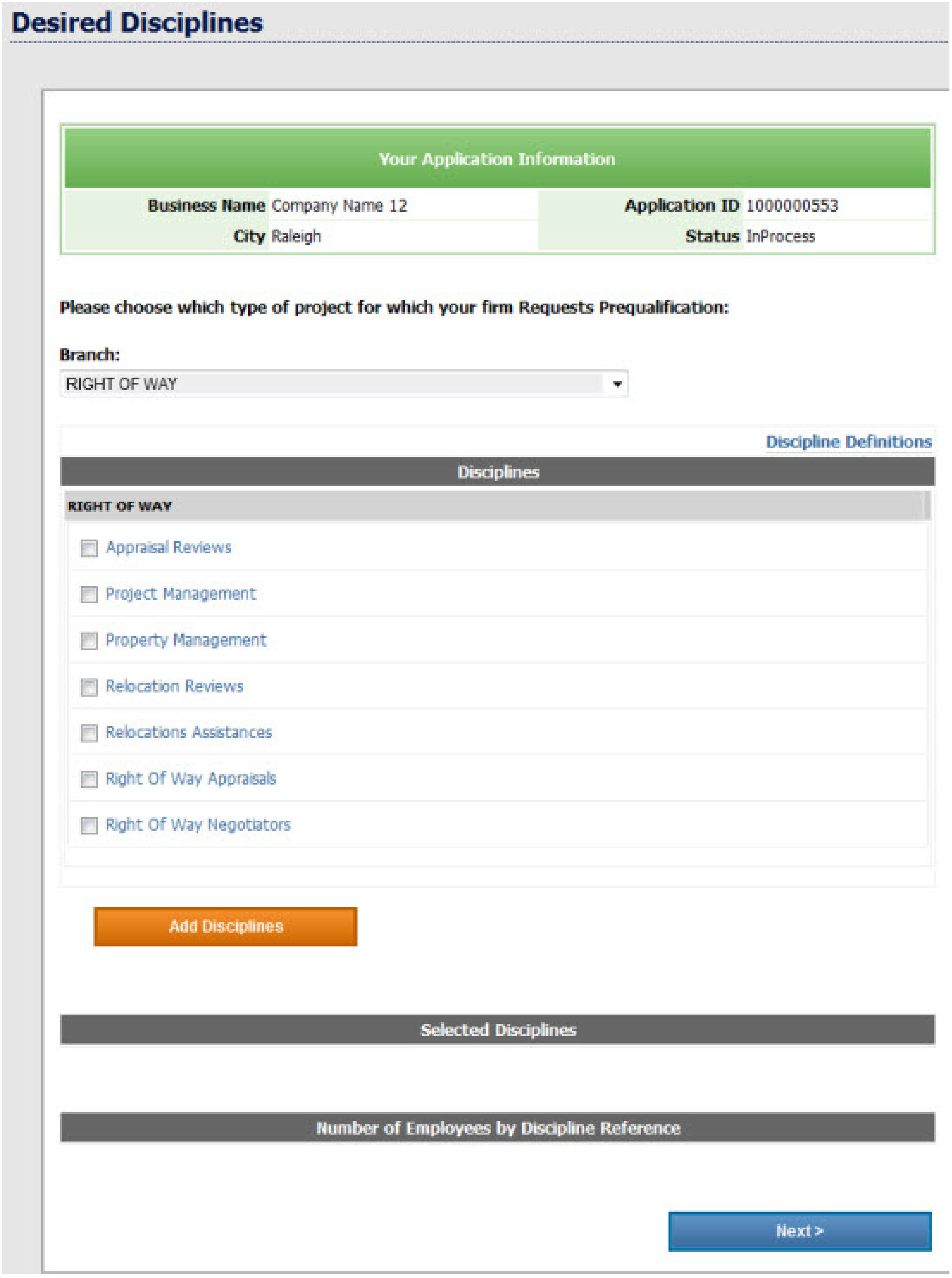
Name of Firm	Address	Country	Comment		
Blah Inc 47	789 Down The Street Raleigh, NC 27604	US	Added ??	Edit	Delete

2. Once **Delete** is selected, the record is automatically removed from your application.

Desired Disciplines

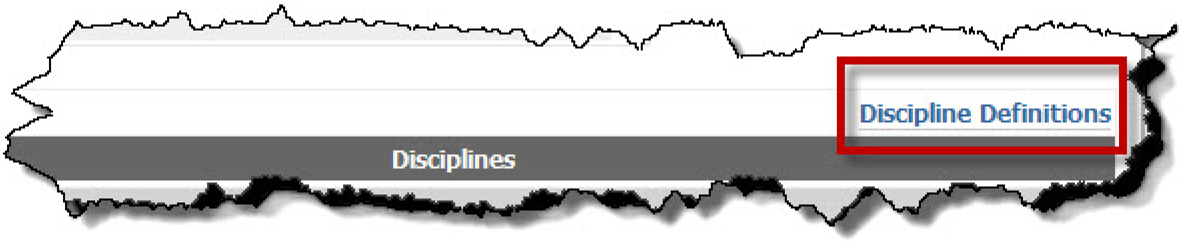
The Desired Disciplines page is only accessible to Private Consulting Firms. This page is used to identify all disciplines your firm would like to be pre-qualified for on the application.

Note: *Bidders, PO Prime Contractors, and Subcontractors do not have access to this page and are not required to provide work disciplines with their application.*



Note: *You must select at least one branch type and discipline for your firm's pre-qualifying application.*

1. Select **Discipline Definitions** link for descriptions and other documentation on disciplines.



2. Select **Branch Type of Project** from the Branch drop-down list. The page will refresh and display the disciplines for the branch selected.

3. Check all **Disciplines** that apply to the branch selected in step 2.

4. Select **Add Disciplines** button to add your selected discipline(s) to the Disciplines list.

The selected disciplines display at the bottom of the page when Add Disciplines button is selected.

Selected Disciplines			
Branch:	**Unit:**	**Discipline:**	
Bridge Maintenance	Bridge Maintenance	Stream Restoration/mitigation	Delete
Bridge Maintenance	Bridge Maintenance	Stormwater Management	Delete
Bridge Maintenance	Other - Bridge Maintenance	Intelligent Transportation Systems (Its) Inspection	Delete
Bridge Maintenance	Bridge Maintenance	Geotechnical Laboratory Services	Delete
Bridge Maintenance	Bridge Maintenance	Hydrology	Delete

5. Repeat steps 2 - 4 to add additional branch types and disciplines to your Selected Disciplines list.

6. Select **Next** button to advance to the Employee Data page after you have selected all branch types and disciplines that apply to your application.

Note: *If you select the next button before selecting the Add Disciplines button, none of the disciplines selected will be saved.*

Note: *The Number of Employees by Discipline Reference populates after you complete the employee data. The information appears as view only and cannot be edited on this page.*

Delete a Discipline

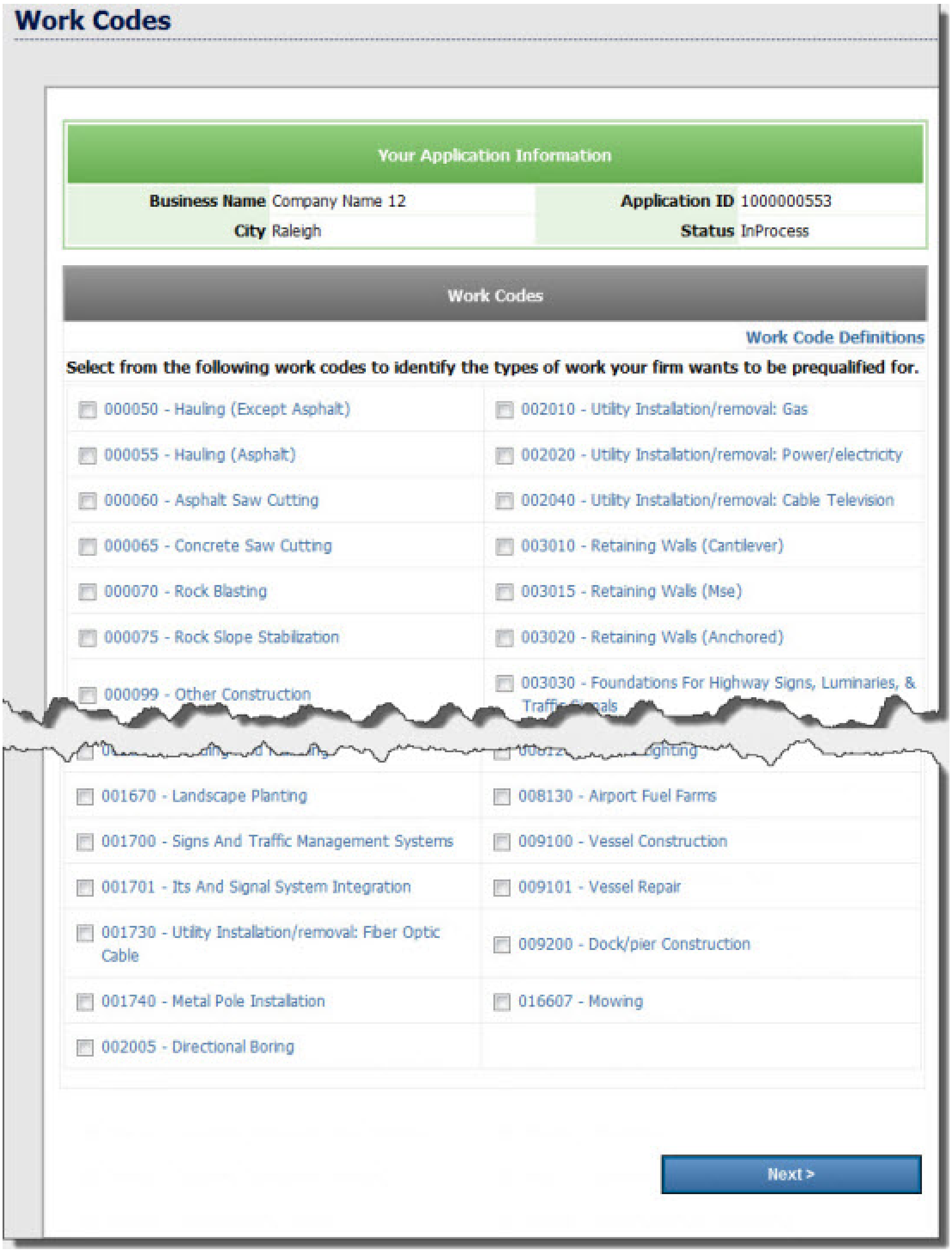
1. Select **Delete** icon to the right of the discipline.

Selected Disciplines			
Branch:	**Unit:**	**Discipline:**	
Bridge Maintenance	Bridge Maintenance	Stream Restoration/mitigation	Delete
Bridge Maintenance	Bridge Maintenance	Stormwater Management	Delete
Bridge Maintenance	Other - Bridge Maintenance	Intelligent Transportation Systems (Its) Inspection	Delete
Bridge Maintenance	Bridge Maintenance	Geotechnical Laboratory Services	Delete

Work Codes for Bidders, PO Prime Contractors, & Subcontractors

The Work Codes page displays the work types that you can select for your prequalification application. This page is only for Bidder, PO Prime Contractors, and Subcontractor applications.

Note: *You must select at least one work code type before advancing to the next page.*



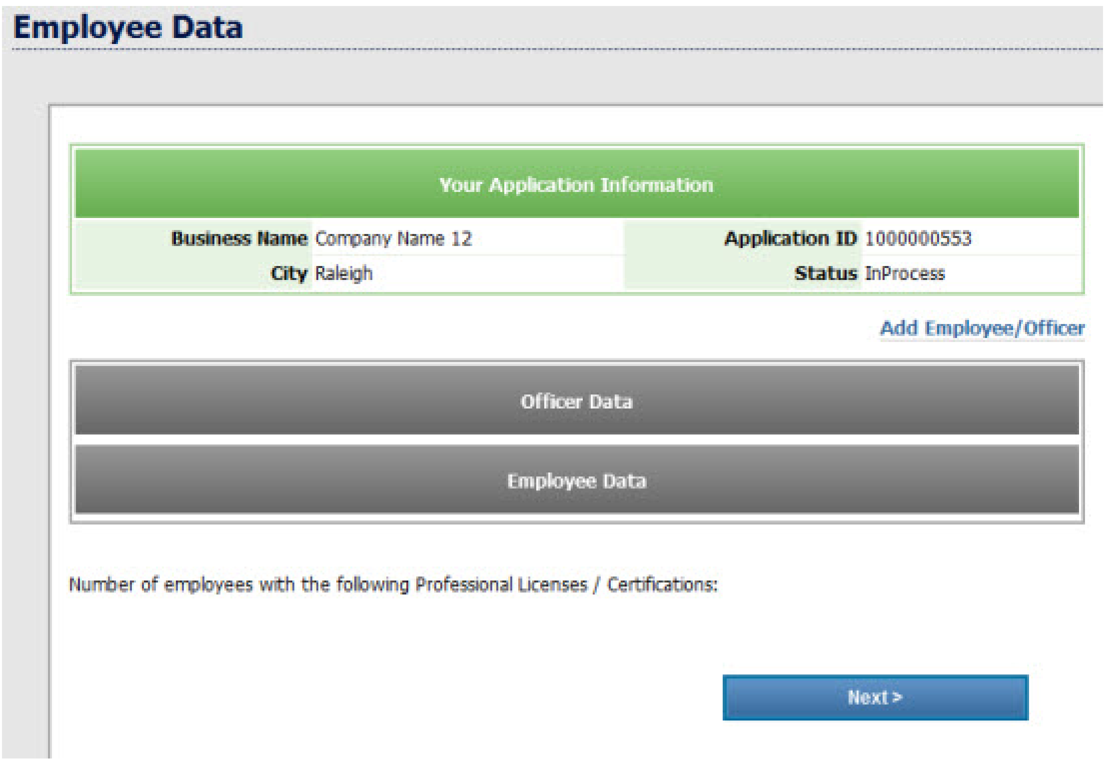
1. Select **Work Code Definitions** link for descriptions and other documentation on work codes.
2. Check all **Work Codes** that apply to your firm to pre-qualify for on the application.
3. Select **Next** button to advance to the Employee Data page.

Employee Data Page

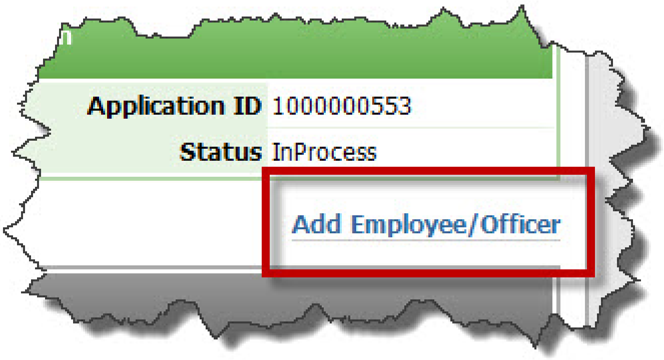
The Employee Data page provides information about employee(s) and officers who works for your company/corporation/firm.

Note: *You must have at least one officer listed on your application. An employee is identified as an officer if their title is anything other than Mr. or Ms.*

Note: *For bidder, PO Prime Contractor, and Subcontractor application, only information related to officers needs to be entered. For Consulting applications, both officer and employee data is required.*



To Add an Employee or Officer, select **Add Employee/Officer** link and view Add an Employee/Officer topic for additional information.



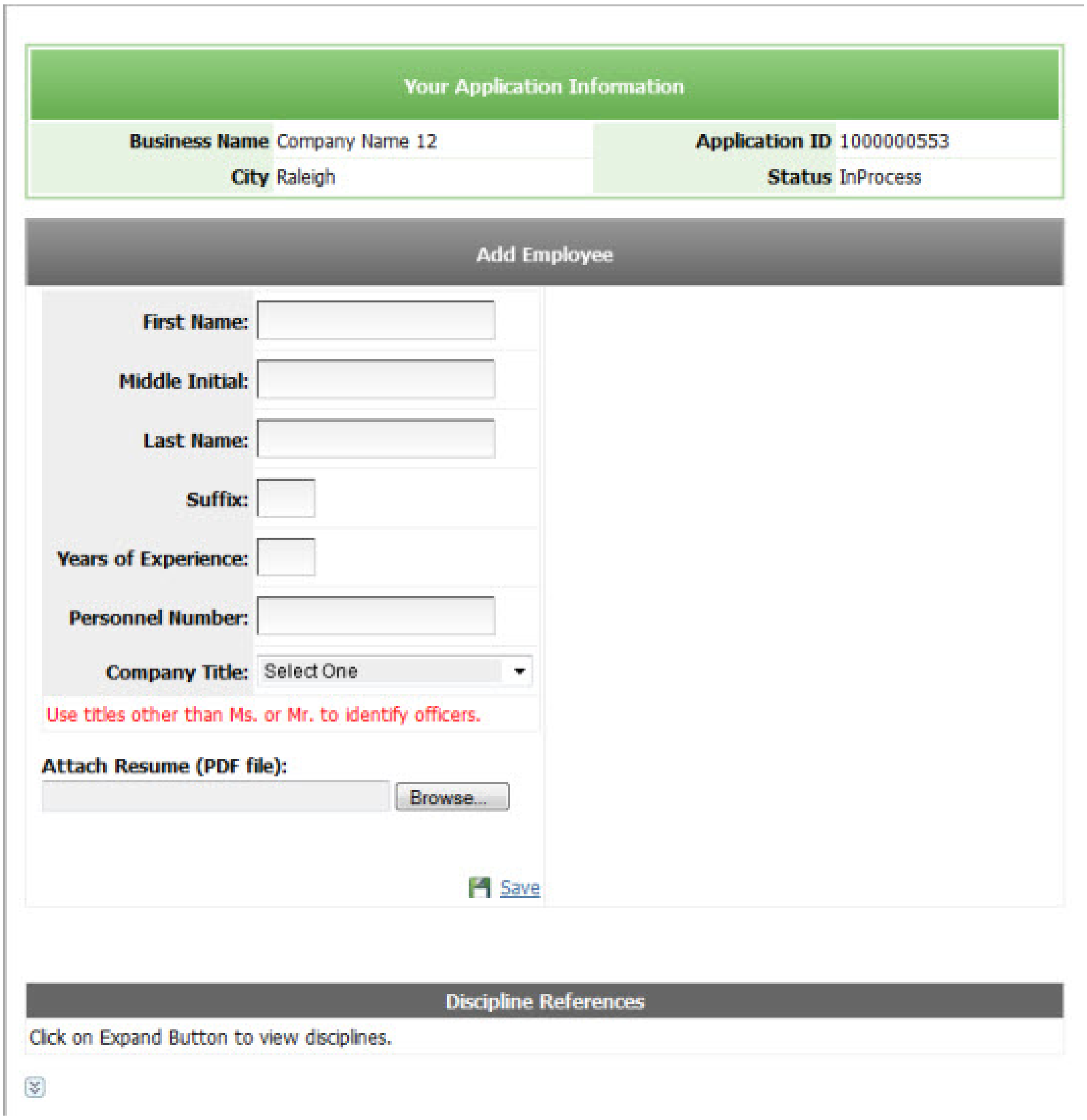
Note: *A summary appears at the bottom of the page displaying the professional licenses and certifications your firm has and the number of employees associated with each license/certification once you add officers and employees to the application.*

Add an Employee/Officer

The Add Employee page is used to enter and edit employee information for employees and officers who works at your firm.

Select from the following links on this page for additional information.

Add an employee/officer
Add a unit/branch to an employee's record for private consulting firms only
Add professional licenses and/or certifications
Add disciplines to employee's record for private consulting firms only
Save an employee's record
Attach resumes in PDF format for bidders and private consulting firms only



Add an Employee/Officer

1. Enter employee's **First Name** in the First Name field.
2. Enter employee's **Middle Initial** in the MI field.
3. Enter employee's **Last Name** in the First Name field.
4. Enter employee's **Suffix** in the Suffix field.
5. Enter **Years of Experience** the employee has worked [in this field of employment] in Years of Experience field.
6. Enter employee's **Personnel Number** in Personnel Number field.

This field is required for Consulting application.

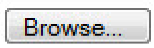
This field is optional for Bidder, PO Prime Contractor, and Subcontractor applications.

7. Select **Title** from the drop-down list.

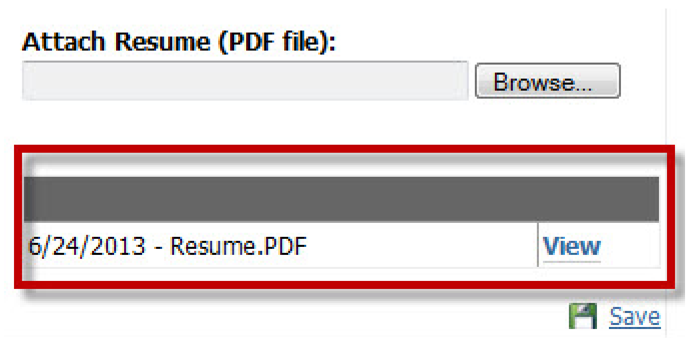
   For Officers select a title other than Mr. or Ms. from Company drop-down list.

   For Employees select Mr. or Ms. for their title from the Company drop-down list.

8. Attach the employee's resume using the **Browse** button to locate the resume. The resume must be in PDF format (for viewing with Acrobat Reader). If you do not attach the employee's resume, send the resume with your prequalification documentation upon completing the Vendor PreQualification application.

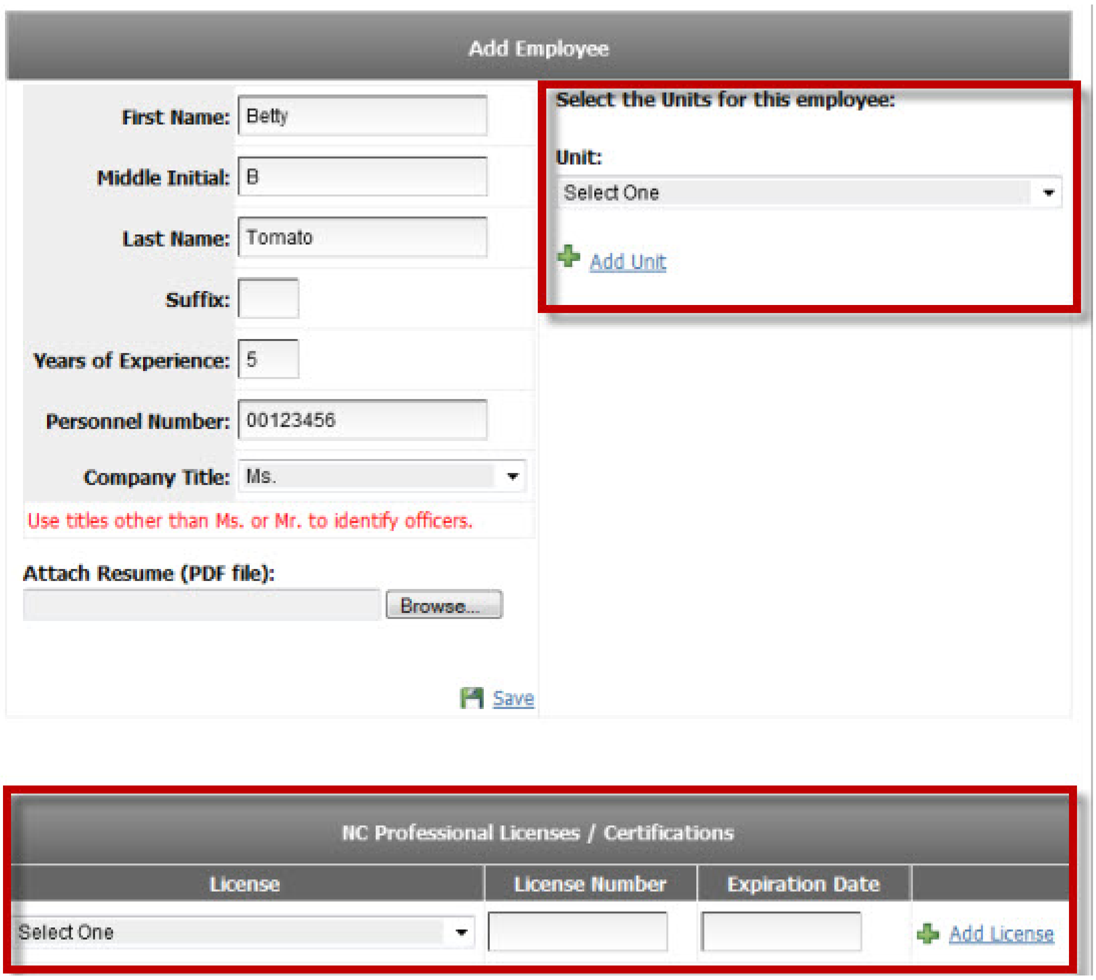
   Note, when Save button is selected (step 9) the resume displays on the page.

9. Select **Save** button to save the record and refresh the Add Employee page.

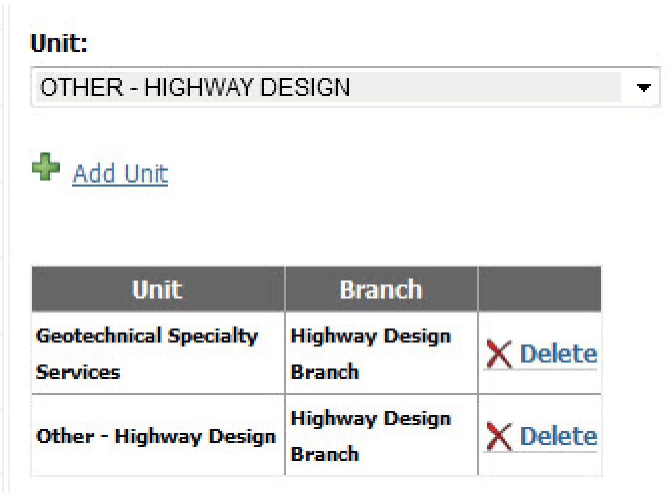
   

   When the Add Employee page refreshes, additional fields appear. Specific fields display based on the type of application.



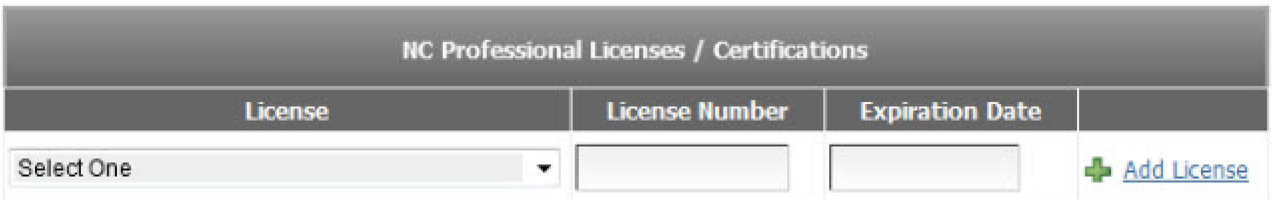
Add a Unit/Branch to the Employee's Record

Note: *This section applies only to employees of Private Consulting Firm prequalification applications.*



1. Select a NC DOT **Unit** that this employee is associated with from the Unit drop-down list. Select the **Add Unit** button. Your selection appears below the Unit drop-down list.

Add Licenses and Certifications to the Employee's Record



2. Select a **License Type** from the License drop-down list.

3. Enter the **License Number** in the License Number field.

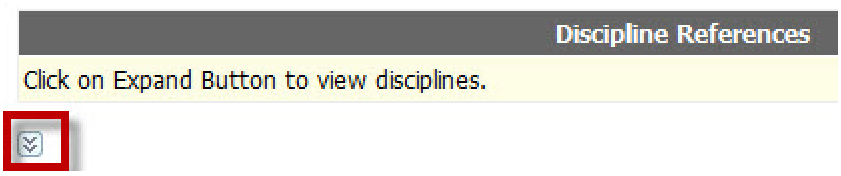
4. Enter the **Date the License** will expire in the Expiration Date field.

5. Select the **Add** button. Your selection appears below the NC Professional Licenses / Certifications drop-down list.

Add Discipline References to the Employee's Record

Note: *This section applies only to employees of Private Consulting Firm prequalification applications* .

1. Select **Expand** button to view disciplines.



The Discipline References list appears.

2. Check **all Discipline References** that applies to this employee.

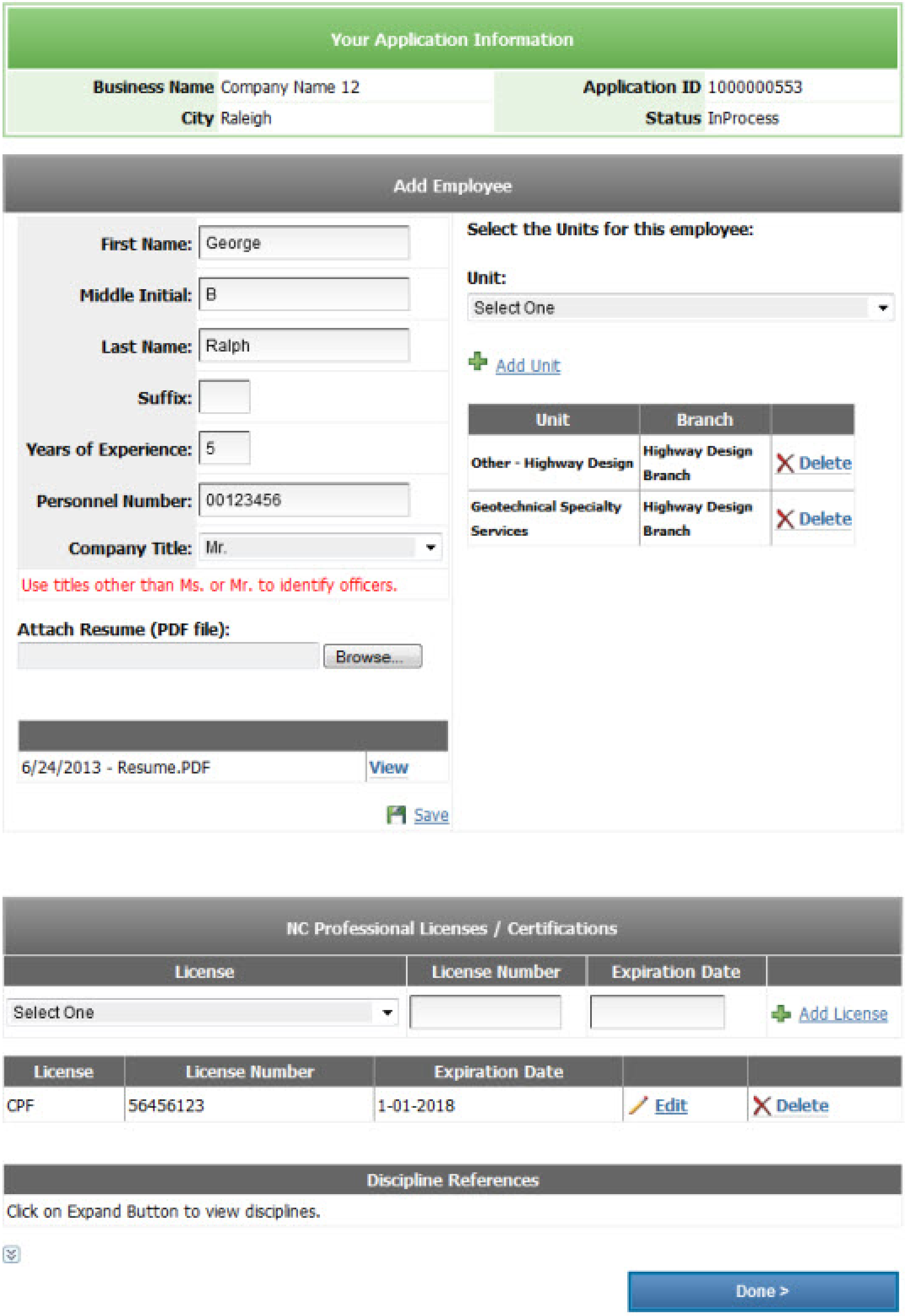
Save the Employee's Record

1. Select **Done** button to save the employee's record and return to the Employee Data page.

Edit an Employee/Officer Record

1. Select employee or officer's **Edit** link to edit an employee's record that appears on the Employee Data page.

The employee's record appears on the Add Employee page.



Enter your changes to any of the fields. Refer to Add an Employee/Officer topics for additional information.

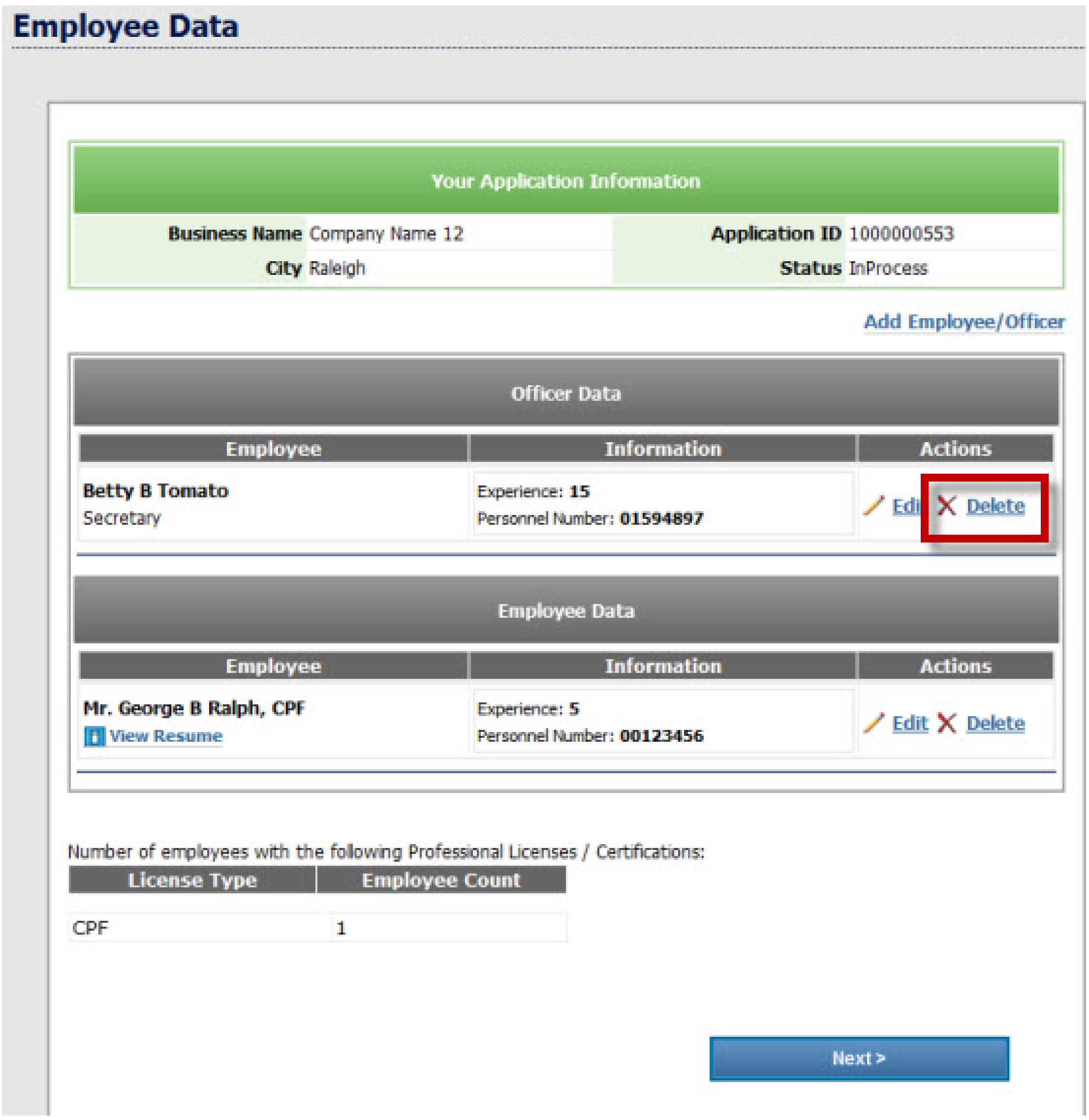
2. Select **Done** button to return to the Employee Data page.

Delete an Employee/Officer Record

You have the ability to delete any of the records you created for an employee or officer any time before the application is submitted for review to CSU. Once the application is submitted, you must contact CSU for any changes. CSU can release the application for you to make the changes but the review process will be stopped until the application is submitted again.

1. Select **Delete** link associated with the record on the Employee Data page.

   In the example below, the officer record is selected for deleting.

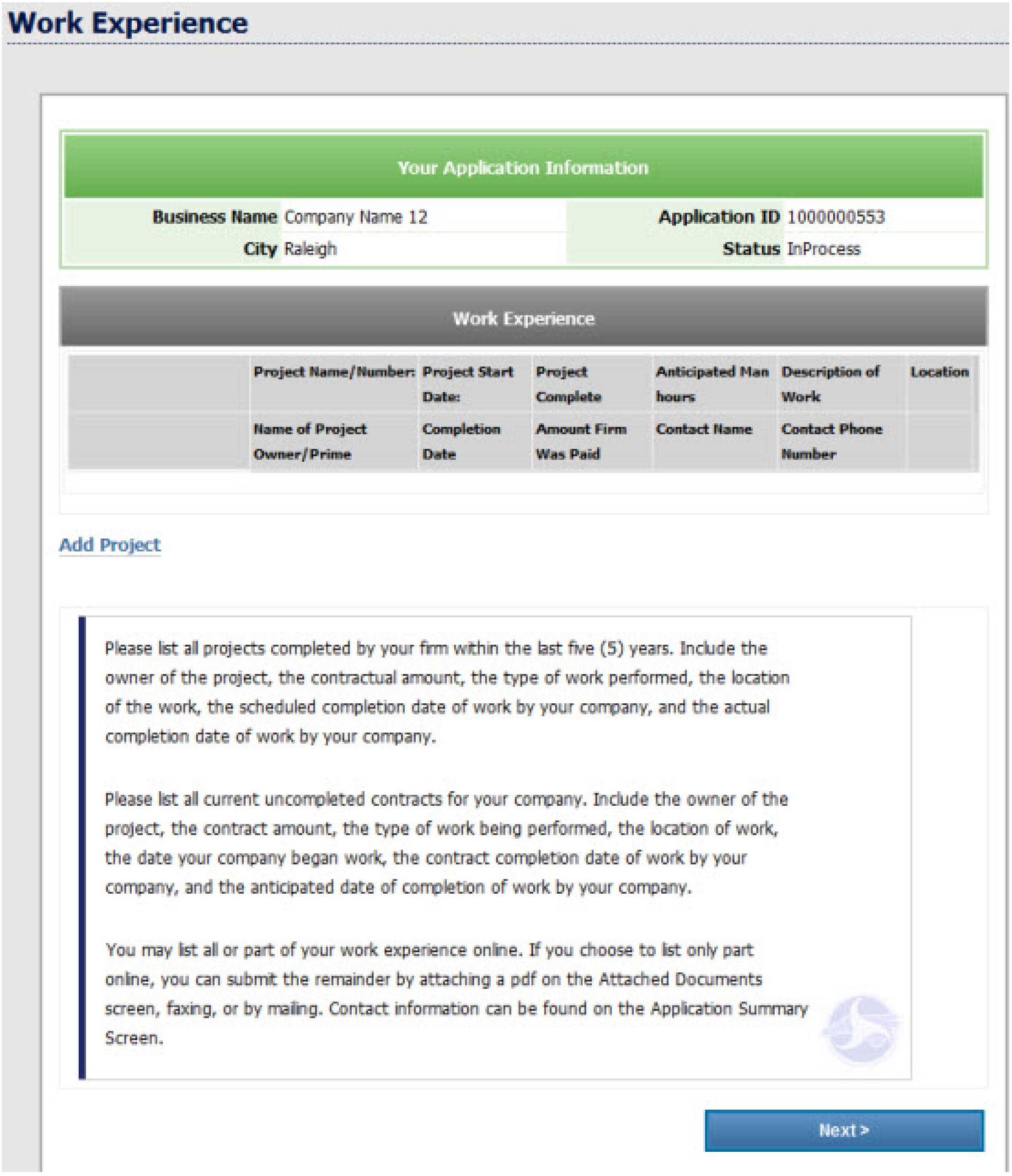


2. Once **Delete** is selected, the record is automatically removed from the application.

Work Experience Page

The Work Experience page provides the ability to add and view basic information about projects your firm has completed or is near completion.

Note: *All new* and requalification B*idder, PO Prime Contractor, and Subcontractor applications must provide information for at least one project with a start date within the past three years. All private consulting applications must have at least one project included with a start date within the past three years.*



Work Experience

Your Application Information

Business Name	Company Name 12	**Application ID**	1000000553
City	Raleigh	**Status**	InProcess

Work Experience

	Project Name/Number:	Project Start Date:	Project Complete	Anticipated Man hours	Description of Work	Location
	Name of Project Owner/Prime	Completion Date	Amount Firm Was Paid	Contact Name	Contact Phone Number	

Add Project

Please list all projects completed by your firm within the last five (5) years. Include the owner of the project, the contractual amount, the type of work performed, the location of the work, the scheduled completion date of work by your company, and the actual completion date of work by your company.

Please list all current uncompleted contracts for your company. Include the owner of the project, the contract amount, the type of work being performed, the location of work, the date your company began work, the contract completion date of work by your company, and the anticipated date of completion of work by your company.

You may list all or part of your work experience online. If you choose to list only part online, you can submit the remainder by attaching a pdf on the Attached Documents screen, faxing, or by mailing. Contact information can be found on the Application Summary Screen.

Next >

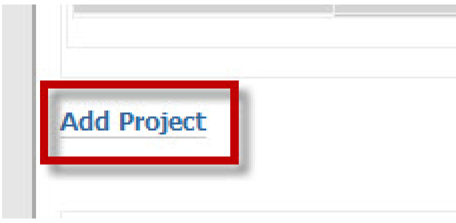
To add a project, refer to Add a Project topic for additional information.

To view or edit a project, refer to Edit a Project topic for additional information.

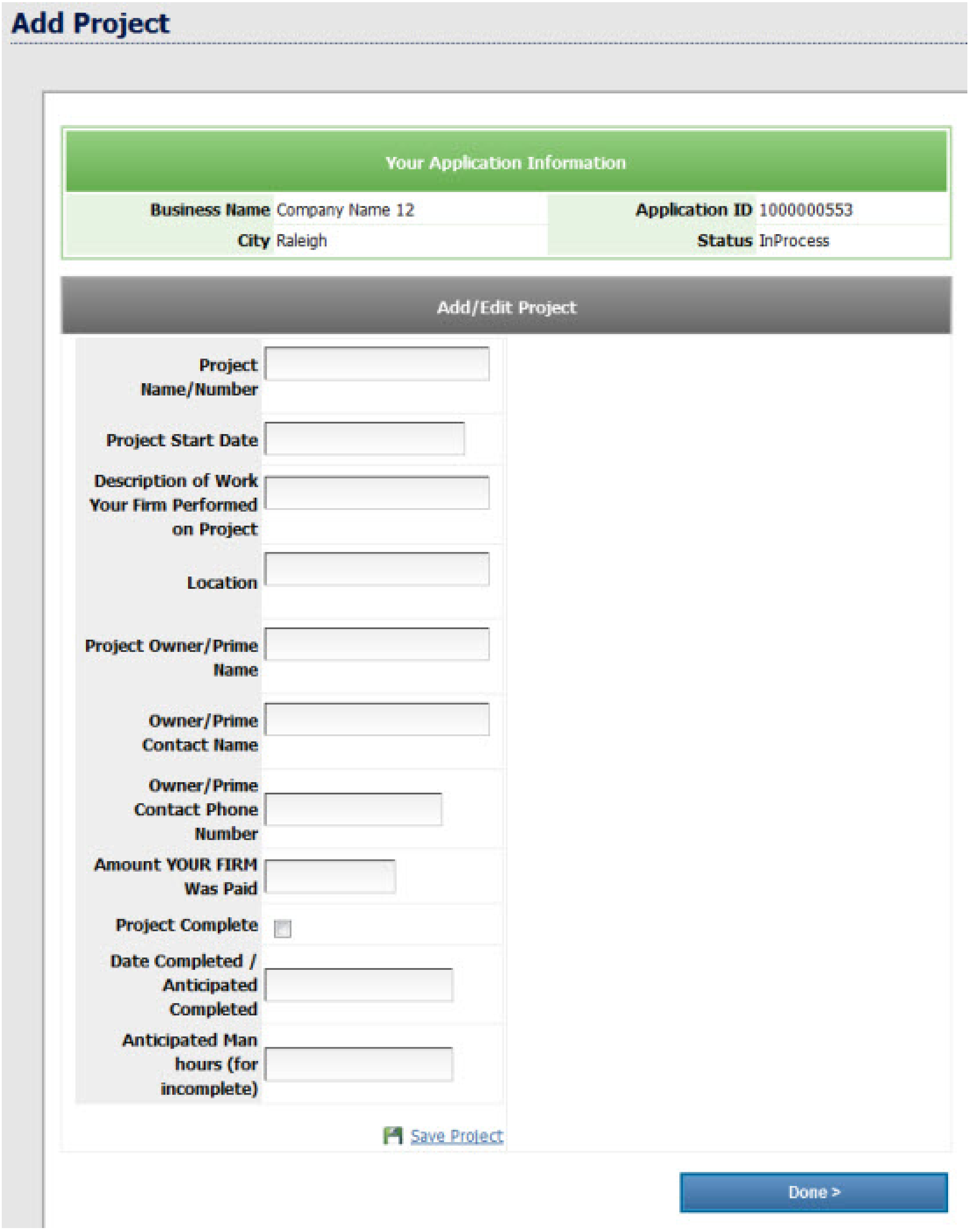
To delete a project, refer to Delete a Project topic for additional information.

Add a Project

1. Select **Add Project** link on the Work Experience page to access the Add Project page.



The Add Project Page appears.



Note: *All fields are required, with the exception of the last field. This field is dependent upon the status of the project. If you select* ***Project Complete*** *checkbox, then the anticipated Man hours field auto-populates with a zero. If the project is not complete enter the estimated number of hours it will take to complete the project in the Anticipated Man Hours field.*

2. Enter **Project Name** or **Contract Number** in the Project Name/Number field. You can enter up to 40 characters in this field.

3. Enter **Date** the Project began in the Project Start Date field. Remember, the date format is mm/dd/yyyy [2-digit month, 2-digit date and 4-digit year].

4. Enter **Description of Work Your Firm Performed on Project** in the description of work field. You can enter up to 40 characters in this field.

5. Enter **Location** as to where the work was performed in the Location field. You can enter up to 40 characters in this field.

6. Enter **Owner/Prime Contact Name** in the Owner Prime Contract Name field.

7. Enter **Owner/Prime Contact Phone Number** in the Owner/Prime Contact Phone Number field. Include area code in the phone number.

8. Enter **Amount Your Firm was Paid** for the project in the Amount YOUR FIRM Was Paid field. You can enter up to 999,999,999.99.

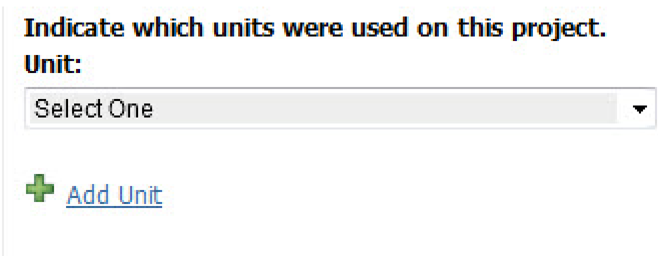
9. Select **Project Complete** checkbox if the project is complete.

10. Enter **Date** the project was completed or the anticipated **Date** the project will be completed in the Date completed/Anticipated Completed field.

11. Enter how many **Hours** it will take to complete the project, if the project has not been completed in the Anticipated Man hours (for incomplete) field.

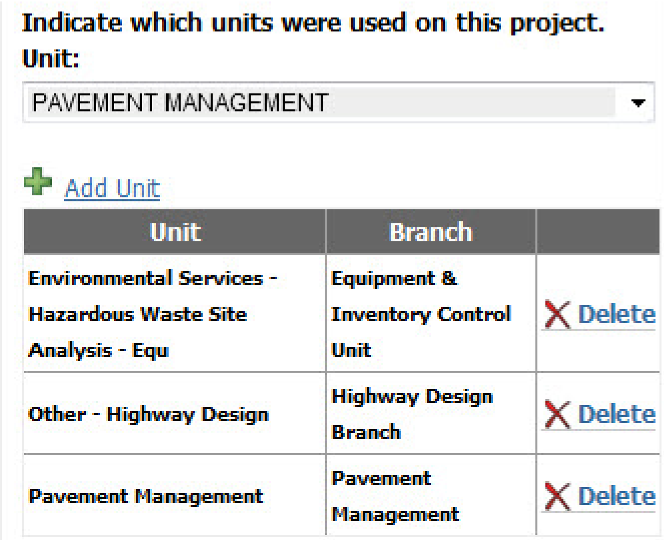
12. Select **Save Project** button to to save the Project. Additional data entry options will be displayed.

Note: *For Private Consulting Firms, the Add Project page refreshes for selection of Units associated with this project.*



13. Select a **Unit** that this project is associated with from the Unit drop-down list.

14. Select **Add Unit** button. Selection appears below the Unit drop-down list. Repeat as many times it is necessary to add all units that apply to your project.

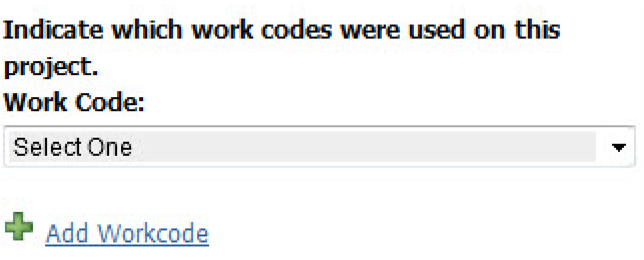


Indicate which units were used on this project.
Unit:
PAVEMENT MANAGEMENT
Add Unit

Unit	Branch	
Environmental Services - Hazardous Waste Site Analysis - Equ	Equipment & Inventory Control Unit	Delete
Other - Highway Design	Highway Design Branch	Delete
Pavement Management	Pavement Management	Delete

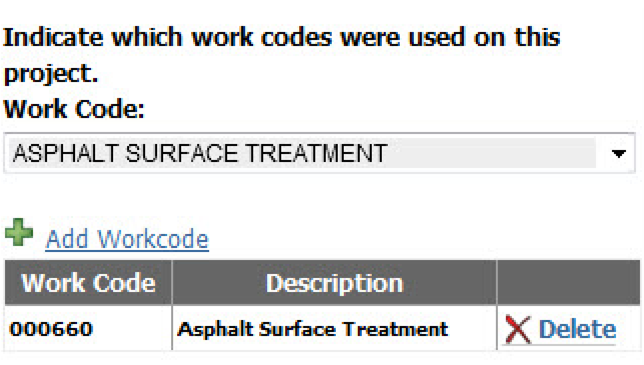
Note: *For Bidder, PO Prime Contractor, and Subcontractor applications, Add Project page refreshes for selection of Work Codes associated with this project.*

15. Select a **Work Code** that this project is associated with from the Work Code drop-down list.



Indicate which work codes were used on this project.
Work Code:
Select One
Add Workcode

16. Select **Add Workcode** button. Selection appears below the Work Code drop-down list. Repeat as many times it is necessary to add all work codes that apply to your project.



Indicate which work codes were used on this project.
Work Code:
ASPHALT SURFACE TREATMENT
Add Workcode

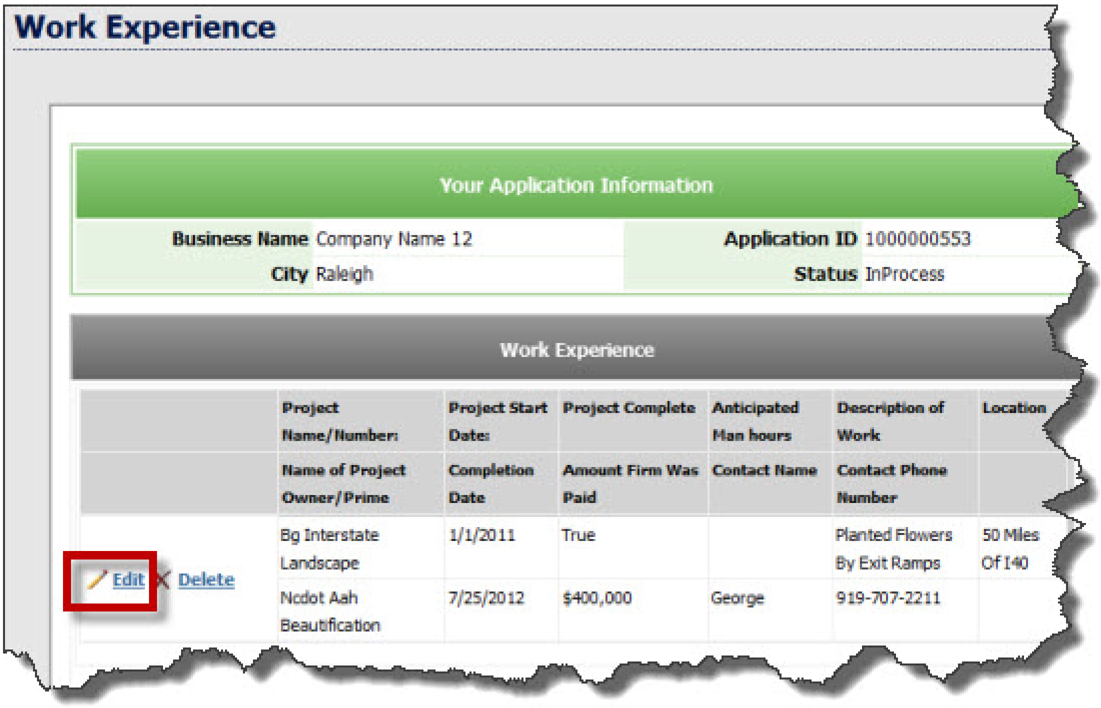
Work Code	Description	
000660	Asphalt Surface Treatment	Delete

17. Select **Done** button to return to the Work Experience page.

Done >

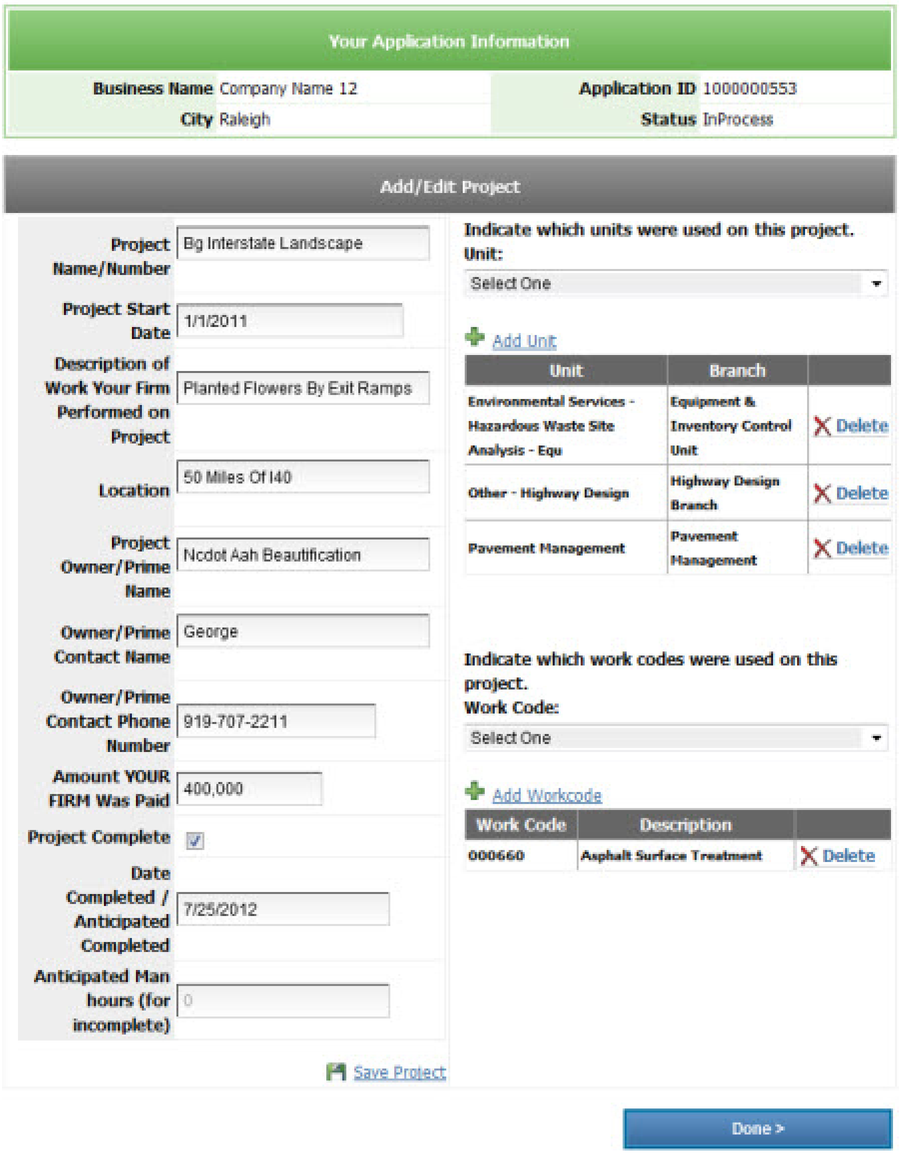
Edit a Project

1. Select **Edit** link on Work Experience page to access the Project's Add Project page.



The Add Project page appears.

The example below shows all possible fields. For a Consulting application, the Work Code selection will not appear. For a Bidder, PO Prime Contractor, or Subcontractor application, Unit selection will not appear.



2. Enter your changes to any of the fields. Refer to project field descriptions for additional information.

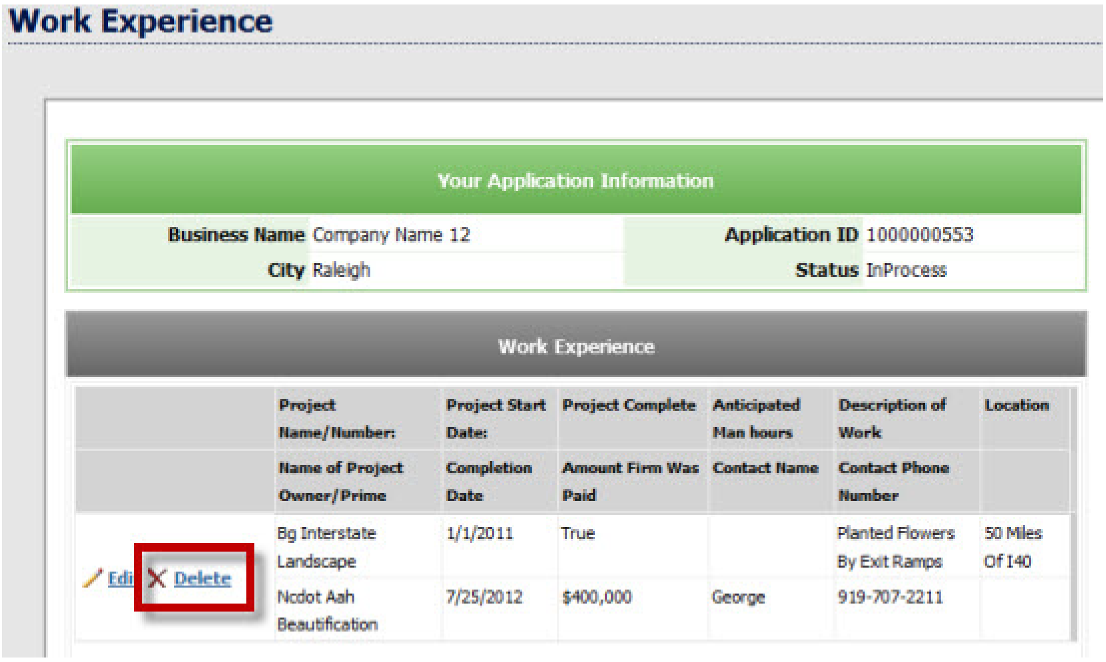
3. Select **Save Project** button to save changes made to the project.

4. Select **Done** button to return to the main Work Experience page.

Delete a Project

You have the ability to delete a project you listed any time before the application is submitted for review to CSU. Once the application is submitted, you must contact CSU for any changes. CSU can release the application for you to make the changes but the review process will be stopped until the application is submitted again.

1. Select **Delete** link associated with the record on the Work Experience page.



2. Once **Delete** is selected, the record is automatically removed from the application.

Safety Questionnaire

The Safety Questionnaire applies to only Bidders, PO Prime Contractors, and Subcontractors.

The Safety Questionnaire is used to rate and evaluate your firm's safety record. The Safety Questionnaire consists of three pages. The first page is the Index Rating form, this page provides an overview of the scoring process and what actions may be taken if a pre-qualified applicant has an unsatisfactory safety rating. The second and third pages are the actual questionnaire. As you answer the questions, points are accumulated and the final total appears on the second page of the questionnaire, Part 2: Contractor's Safety Operating Profile.

Only the Construction Unit can change the score for a prequalification applicant. You can change your answers to questions on pages 2 and 3 before you submit your application. After you application is submitted, notify CU of any changes to be made to your safety score.

You have two ways of accessing the Safety Questionnaire form.

One, by selecting **Safety Questionnaire** from the Main Menu.

Second, selecting **Next** button on the Work Experience page.

Note: *All questions must be answered before your prequalification application can be submitted for review by the Construction Unit. Any questions that are not answered will be flagged, either red text appears explaining the need for additional information or a red asterisk will denote the field in question. You will not be able to advance to the next page until all the issues are resolved.*

There are three pages associated with the Safety Questionnaire:

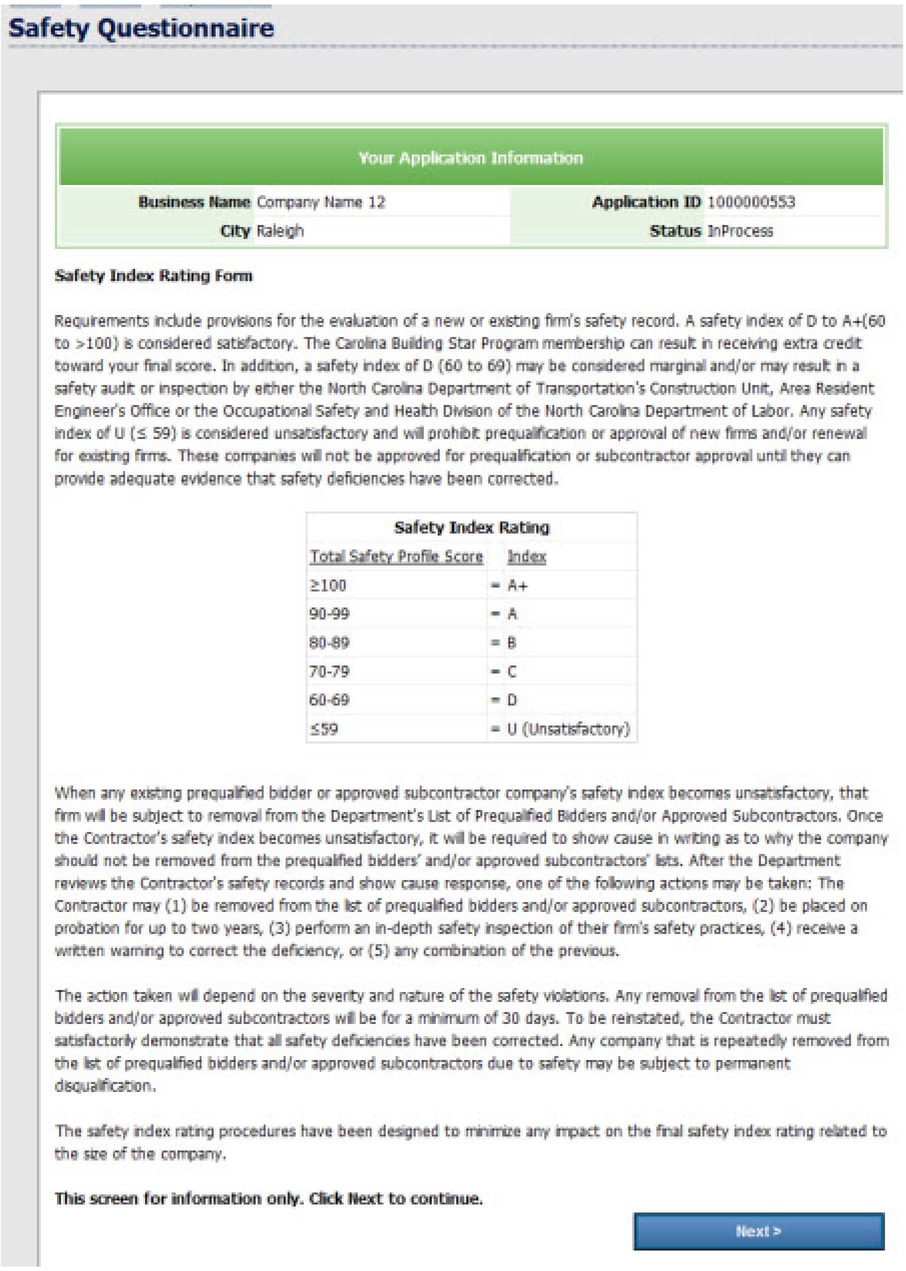
Safety Questionnaire Overview - provides information about the questionnaire and rating.
Safety Questionnaire - Page 1
Safety Questionnaire - Page 2

Safety Questionnaire Overview

The Safety Questionnaire Overview page is informational only. No data entry is required.

Please review the safety index rating information used to evaluate your company.

To begin answering the safety questions, select **Next** to advance to page 1 of the Safety Questionnaire.



Safety Questionnaire

Your Application Information	
Business Name Company Name 12	**Application ID** 1000000553
City Raleigh	**Status** InProcess

Safety Index Rating Form

Requirements include provisions for the evaluation of a new or existing firm's safety record. A safety index of D to A+(60 to >100) is considered satisfactory. The Carolina Building Star Program membership can result in receiving extra credit toward your final score. In addition, a safety index of D (60 to 69) may be considered marginal and/or may result in a safety audit or inspection by either the North Carolina Department of Transportation's Construction Unit, Area Resident Engineer's Office or the Occupational Safety and Health Division of the North Carolina Department of Labor. Any safety index of U (≤ 59) is considered unsatisfactory and will prohibit prequalification or approval of new firms and/or renewal for existing firms. These companies will not be approved for prequalification or subcontractor approval until they can provide adequate evidence that safety deficiencies have been corrected.

Safety Index Rating

Total Safety Profile Score		Index
≥100	=	A+
90-99	=	A
80-89	=	B
70-79	=	C
60-69	=	D
≤59	=	U (Unsatisfactory)

When any existing prequalified bidder or approved subcontractor company's safety index becomes unsatisfactory, that firm will be subject to removal from the Department's List of Prequalified Bidders and/or Approved Subcontractors. Once the Contractor's safety index becomes unsatisfactory, it will be required to show cause in writing as to why the company should not be removed from the prequalified bidders' and/or approved subcontractors' lists. After the Department reviews the Contractor's safety records and show cause response, one of the following actions may be taken: The Contractor may (1) be removed from the list of prequalified bidders and/or approved subcontractors, (2) be placed on probation for up to two years, (3) perform an in-depth safety inspection of their firm's safety practices, (4) receive a written warning to correct the deficiency, or (5) any combination of the previous.

The action taken will depend on the severity and nature of the safety violations. Any removal from the list of prequalified bidders and/or approved subcontractors will be for a minimum of 30 days. To be reinstated, the Contractor must satisfactorily demonstrate that all safety deficiencies have been corrected. Any company that is repeatedly removed from the list of prequalified bidders and/or approved subcontractors due to safety may be subject to permanent disqualification.

The safety index rating procedures have been designed to minimize any impact on the final safety index rating related to the size of the company.

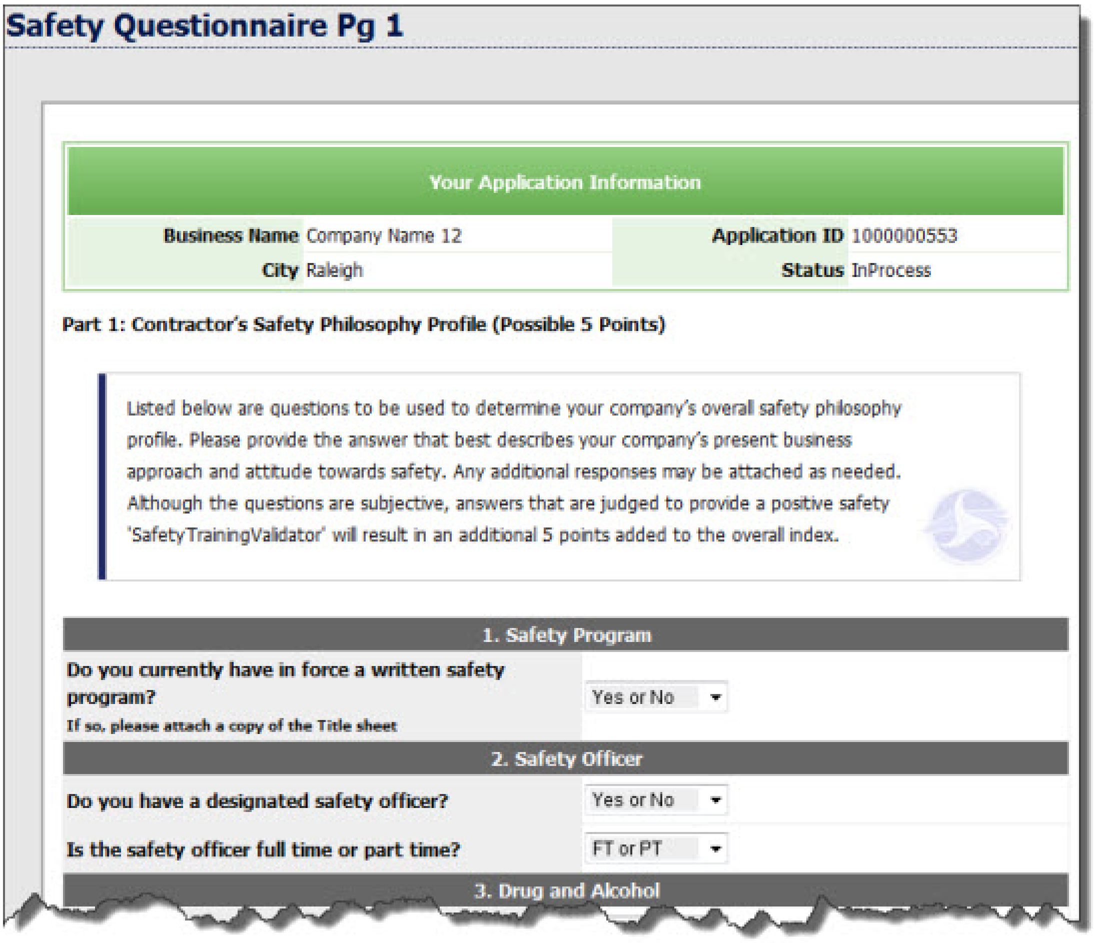
This screen for information only. Click Next to continue.

Next >

Safety Questionnaire - Page 1

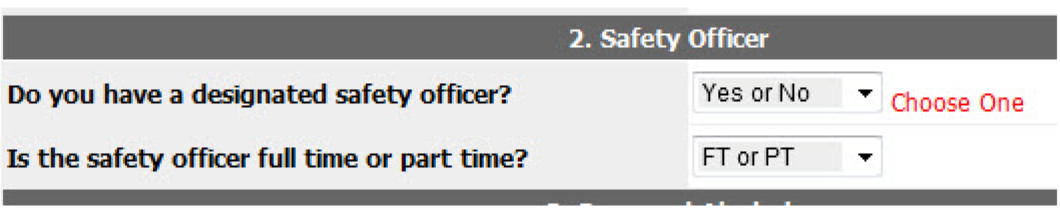
Sections 1 - 8

1. Select **Yes** or **No** from the drop-down list. Enter additional details as required.



2. Select **Next** when you have completed page 1.

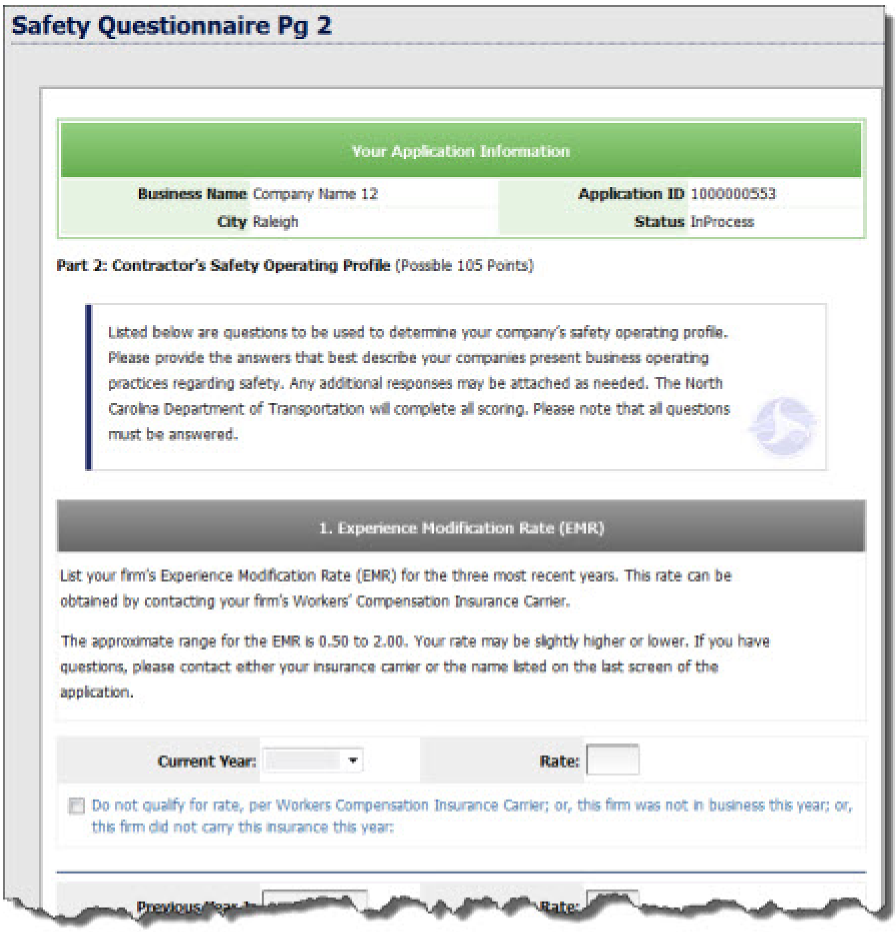
Note, If the page is incomplete, an error(s) will appear on the page, as in the example below.



Safety Questionnaire - Page 2Sections 1 - 8

Sections 1 - 6

1. Select from the drop-down list and enter additional details as required.



2. Select **Next** when you have completed page 1.

Note, If the page is incomplete, an error(s) will appear on the page, as in the example below.

2. Incident Rate

Enter your data below for the three most recent years. This information can be found
200/300 logs. If your firm does not maintain OSHA 200/300 logs, the Incident Rate mu

All Fields are required for question #2

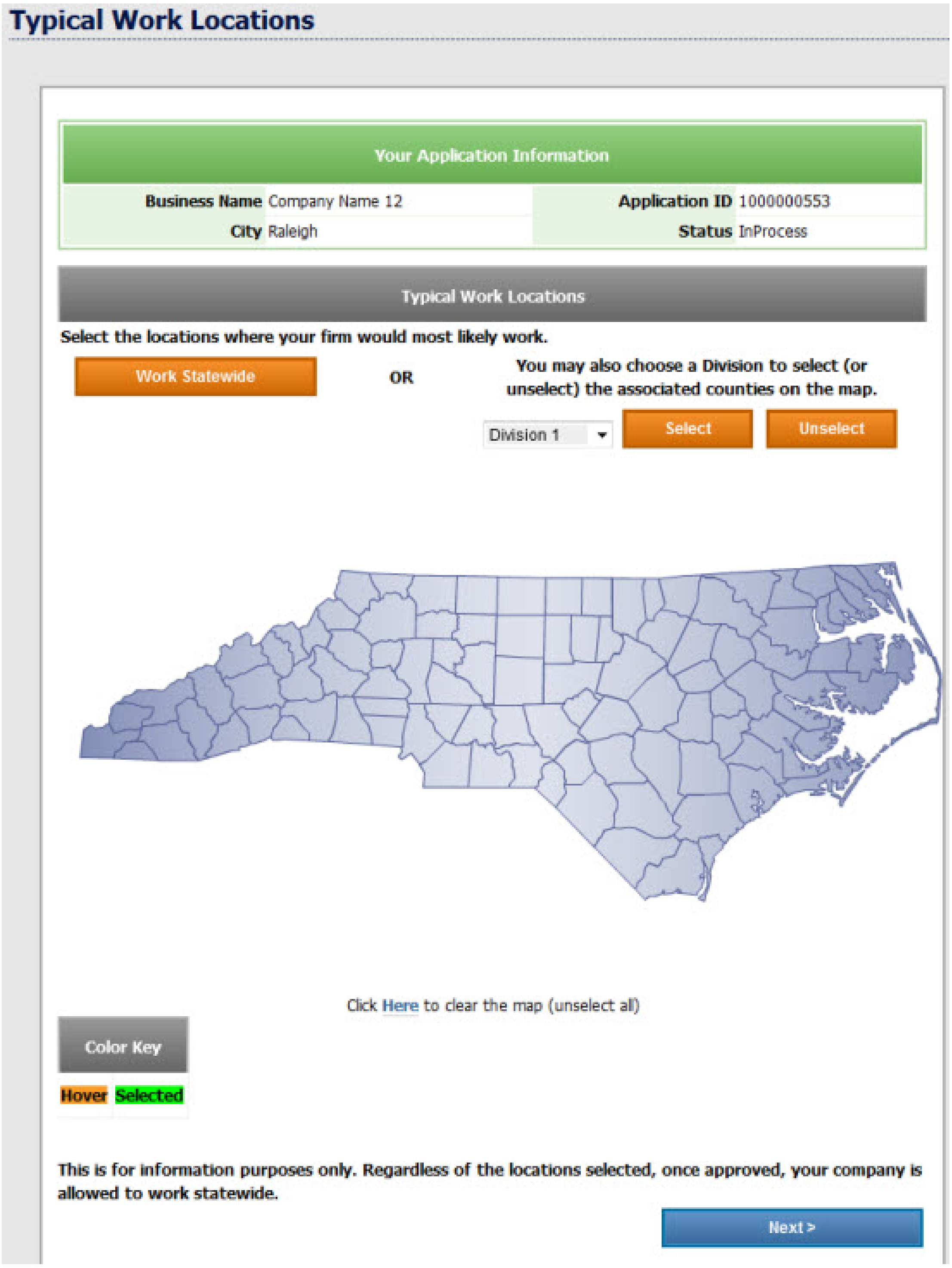
Number of injuries and illnesses that

Typical Work Location

The Typical Work Location page is a North Carolina map for the user to select counties throughout the State where the firm typically works.

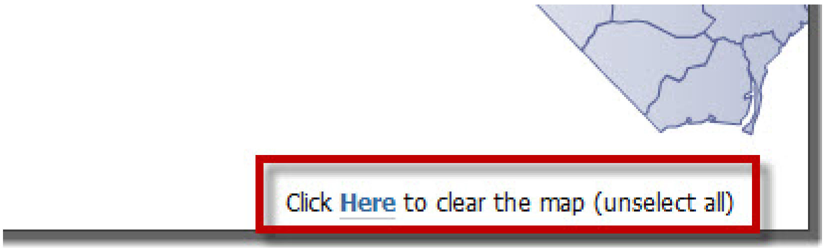
Note: *Firms will not be restricted from working in locations that are not selected on this page.*

Note: *Private Consulting Firms do not have access to this page and will not select designated work locations.*



Select a Work Location

Note: Anytime you want to clear all the selected counties, select Click **Here** to clear the map (unselect all).



There are several ways to select counties, options are:

All counties in North Carolina

Select **Work Statewide** button if you typically work at locations in all counties within the State of North Carolina. All the counties will appear in **green**.

Majority, but not all counties in North Carolina

If you typically work in the majority of counties but do not want to select the counties individually, select **Work Statewide** button. Then, remove those counties where you typically do not work by selecting each county. The remaining counties that appear in **green** are the counties where your typically works.

Individual counties in North Carolina

Select each **County** on the map where you typically work. When you select a county, the county changes color from **grey** to **green**. To remove the selection, select the county again, the county will appear in **grey** again.

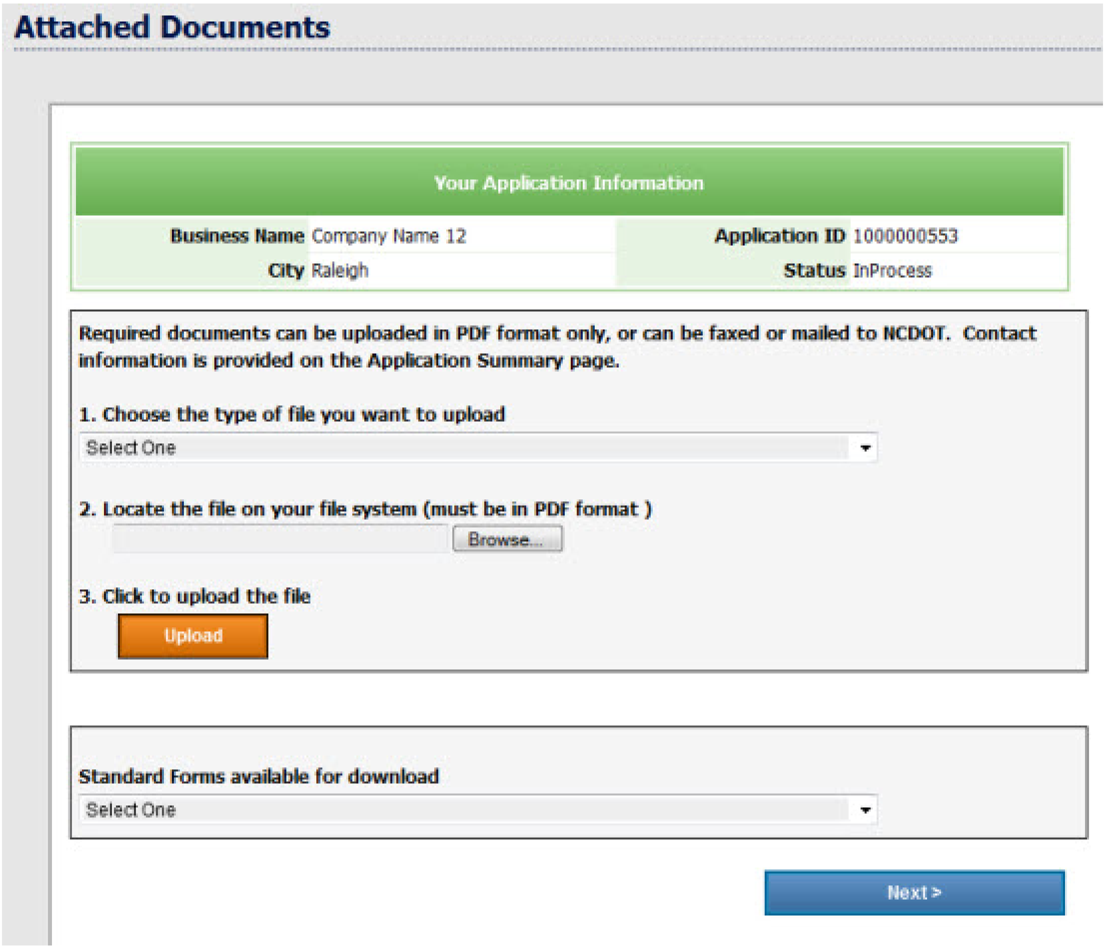
Majority, but not all counties in a division

Select a division from **Division** drop-down list, select **Select** button; then, remove the counties where you typically do not work. The counties that appear in **green** are the counties where you typically work. If you make an error in selecting a division, select the division again from the **Division** drop-down list; then, select the **Unselect** button to remove all the counties associated with that division.

You can continue adding counties and/or counties by divisions until you have displayed in **green** all those counties where you typically work. When you have completed selecting the counties, select the **Next** button to advance to the Attached Documents page.

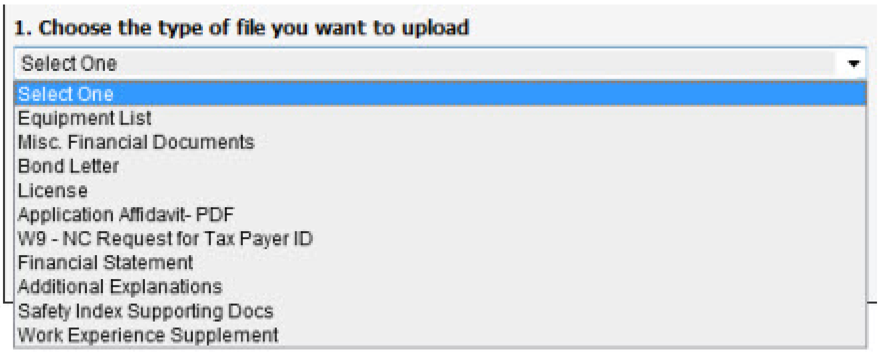
Attach Documents to Application

The Attached Documents page allows you to attach required documents when submitting your application.

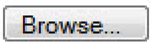


Upload Application Documents

1. Select **Document Type** to upload from Step 1 - Choose type of File you want to upload from the drop-down list.



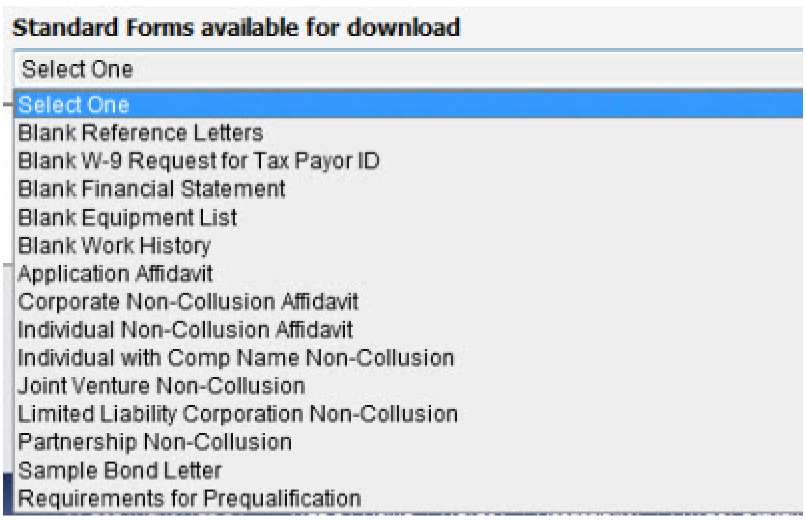
2. Select **Browse** button to locate your file. **Note:** the document must be in PDF format.



3. Select the **Upload** button to upload you document file.

Download Standard Forms

1. Select a **Form** from the Standard Forms available for download drop-down list.



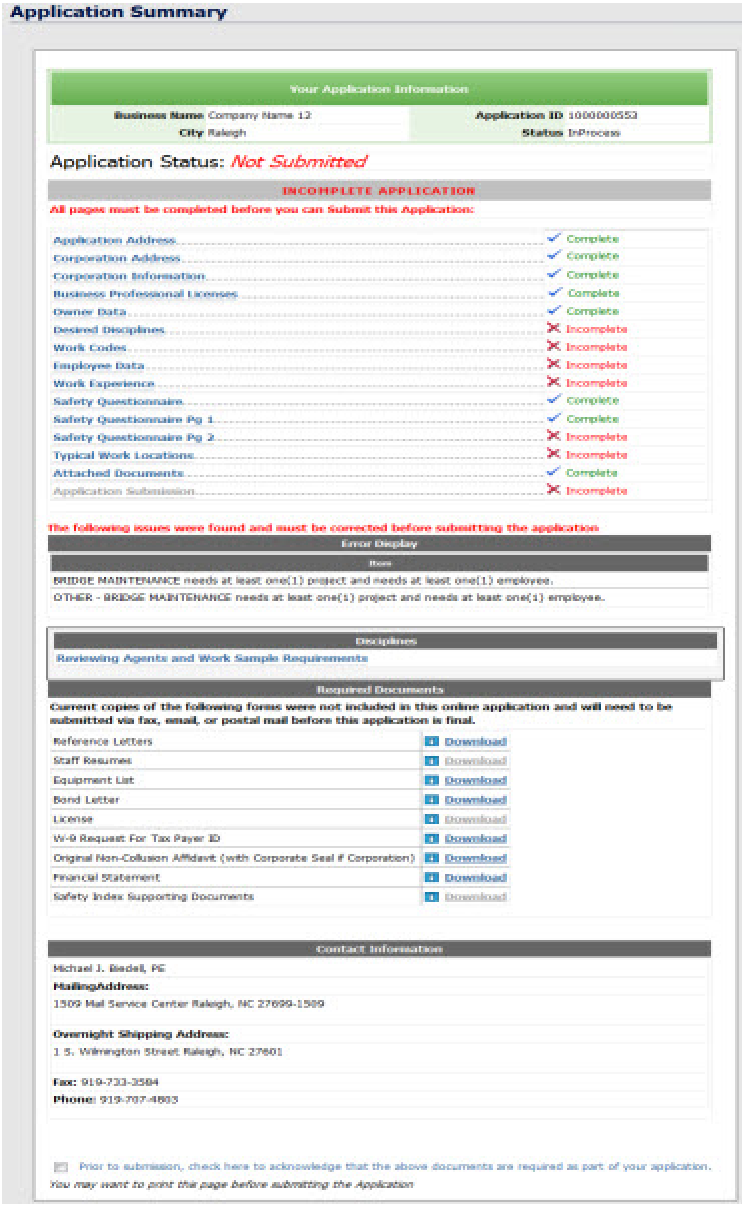
The form will download automatically for PDF documents.

Note: *Blank Equipment List and Blank Work History are MS Word documents. Depending upon the web browser you are using, you may be required to save the document to your computer before opening the form or the form will download automatically to your computer. If the file is automatically downloaded, check your download folder first if the web browser did* *not prompt for a location to download the document.*

2. When you have completed uploading your documents and downloading the forms you need, select **Next** button to advance to the Application Summary page.

Application Summary

The Application Summary page provides a status of your application, the pages that were not completed and any documents/forms that must be sent to the Construction Unit. You will not be able to submit your application until all the pages listed appears as complete.



Note: *If some of the application pages were completed during a previous session, and these pages now appear as 'Incomplete' on the Application Summary page during your current session, the web application is not recognizing these pages as being completed from the previous session. To resolve this problem and submit your application, go to the page in question; save the page by* *selecting the **Next** button, and return to the Summary page to verify the status of the page as complete.*

Any errors in the application will be listed in the error section. These errors must be corrected before you can submit the application.

The following issues were found and must be corrected before submitting the application

Error Display
Item
BRIDGE MAINTENANCE needs at least one(1) project and needs at least one(1) employee.
OTHER - BRIDGE MAINTENANCE needs at least one(1) project and needs at least one(1) employee.

For **Consulting application** , a link to additional information on the Disciplines will be provided. Select link to view agent(s) at NCDOT who will be reviewing the selected disciplines and to see what work samples will be required for the selected disciplines.

Disciplines
Reviewing Agents and Work Sample Requirements

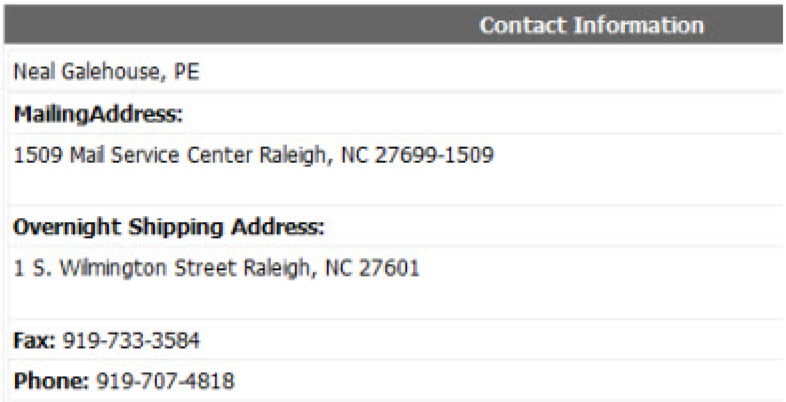
Required Documents section lists any additional documents that must be provided with the application. Most of these documents can be submitted in PDF format on the Attachments page, or they can be mailed to NC DOT in hardcopy format.

Required Documents

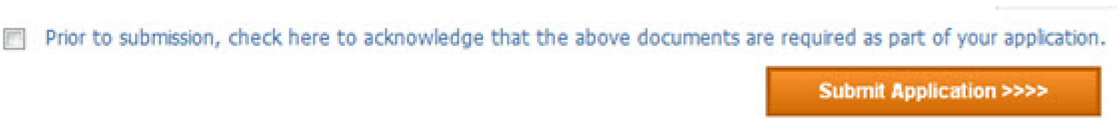
Current copies of the following forms were not included in this online application and will need to be submitted via fax, email, or postal mail before this application is final.

Staff Resumes	Download
Equipment List	Download
Bond Letter	Download
License	Download
W-9 Request For Tax Payer ID	Download
Financial Statement	Download
Safety Index Supporting Documents	Download

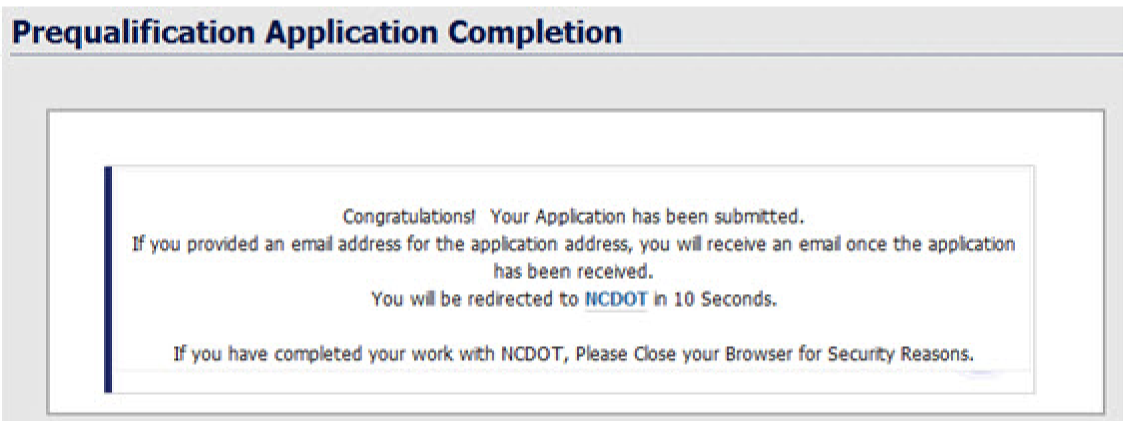
Contact Information section displays contact information for the Engineer in Contractual Services who will be responsible for reviewing your application.



When all pages are complete and there are no errors, select **Acknowledgement** checkbox and select **Submit Application** button.



The following message appears once you submit your application.



Contacts

CU Contact Information

For questions regarding accessing the Vendor PreQualification application

Phyllis Scudder
Contractor Services Unit
Attn: Prequalification Section
1509 Mail Service Center
Raleigh, NC 27699-1509

To fax your request: (919) 715-2795

For application specific questions

Contact information for your firm's Prequal application appears on Summary page of the web application.

Other questions

North Carolina Department of Transportation
Contractual Services Unit
1509 Mail Service Center
Raleigh, North Carolina 27699-1509
Phone: (919) 707-4800
Fax: (919) 733-3584

Overnight Shipping Address:

North Carolina Department of Transportation
Contractual Services Unit
1 South Wilmington Street
Raleigh, North Carolina 27601

Support

For comments or questions about the Vendor PreQualification application, click the ContactUs link to send your comments to a subject matter expert.

To send your comments for questions about the PreQualification Help Files, click this ContactUs link to send your information to a documentation specialist.