## Prequalification Documents

## Cover Sheet and Instructions

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|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility. |
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| **PURPOSE OF DOCUMENT:** | Obtain prequalification information from the prospective Contractors and evaluate each entity to determine if that entity is prequalifed and eligible to submit a bid. |
| **CONTENTS:** | **Prequalification Documents** (including Prequalification Questionnaire, Prequalification Evaluation, Level 2 Interview Requirements, and Level 2 Interview Scoring Evaluation) |
| **FOR USE WITH:** | √ | Long Form (LF) | √ | Brief Form (BF) | √ | Mini Form (MF) |
| **COMPLETED BY:** | √ | Filling in | √ | Adding Text |  | No Data Required |
| **ITS USE IS:** | √ | Required |  | Optional |

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:

* Read hidden text shaded in gray within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Fill-in coded instruction within brackets. The instructions and shading will disappear when the required information is typed.

**Modifications and Additions:**

1. These prequalification documents are a “model” document and should be tailored by campuses for specific project needs. Campuses can choose to evaluate each prospective Bidder on a pass/fail scale or a point scale. The column for the system not being used can be deleted in the Prequalification Evaluation document.
2. **Pass/Fail Evaluation**. At any point, if the prospective Bidder does not meet the requirement, it is considered not qualified. The evaluation can be stopped at that point for that Bidder and results should be recorded as “Not Qualified”.
3. **Points Evaluation**. Generally, all of the categories are pass/fail. Answers that cannot be evaluated on a sliding scale are assigned either full or no points. These are generally the minimum requirements the prospective Bidder must have in order to bid on University work. No points (or zero points) are the same as “fail” in the pass/fail evaluation system. At any point, if the prospective Bidder does not meet the minimum requirement, it is considered not qualified. The evaluation can be stopped at that point for that Bidder and results should be recorded as “Not Qualified”. Facility may elect to use points to evaluate questions for certain categories such as financial information or claims history. Additionally, if the use of points is desired in categories relating to construction experience and/or staff experience, additional questions are provided for question nos. 4 and 5. If points questions are used, there should be a rational relationship between the categories and their relative weight/importance. There must be a pre-determined number of total points needed to qualify. Prospective Bidders who fail to reach that minimum number will be considered not pre-qualified. Providing information to Bidders on the points available by category is optional; if such information is shown in the Prequalification Questionnaire it must be consistent with the Prequalification Evaluation.
4. **Step 2 (optional):** Facility may modify these documents to eliminate interviews. When used, interviews are scored using points according to criteria established prior to commencing the prequalification process. The criteria and point allocation in the documents are examples, and should be modified for each project. Inclusion of the points available by category is optional. There should be a rational relationship between the categories and their relative weight/importance.
5. **Combining Advertisement for Contractor Prequalification and Ad for Bids is optional**: If the Facility wishes the Advertisement for Contractor Prequalification to satisfy the requirements for the Advertisement for Bids, then 1) the Facility must include in the combined ad all of the requirements required to be included in the Advertisement for Bids **and** 2) Advertisement for Contractor Prequalification must be first advertised no earlier than 60 days before the date set for receiving bids.

**Comments:**

1. Prequalification will comprise EITHER a SINGLE-STEP or TWO-STEP approach. The first step always includes the Prequalification Questionnaire and Prequalification Evaluation. These documents include a series of consecutively numbered pass/fail questions, and if the Facility elects, several points-based questions in conjunction with the pass/fail questions. Prior to advertisement, Facility may elect to follow a TWO-STEP approach. The first step is the Prequalification Questionnaire and Prequalification Evaluation. The second step is an interview process including panel interviews and subsequent scoring according to the pre-established criteria.

2. The approach to be followed should be identified in the Advertisement for Prequalification. For details, refer to the embedded instructions in the Advertisement for Prequalification.

1. If the SINGLE-STEP approach is used, the “Level 2 Interview Requirements” and “Level 2 Interview Scoring Evaluation” are unnecessary and should be omitted.

4. If the TWO-STEP approach is used, the “Level 2 Interview Requirements” is released to those prospective Contractors who achieve Level 1 prequalification status.