

Contractor Prequalification Program Initial Required Documentation

The following is a list of required documentation for the Contractor Prequalification Program. **Required documents and the application fee must be uploaded to the online application using the Document Upload and Payment functions.** Your application will not be considered complete until that happens. Unsolicited information received from the applicant will not be considered, returned or retained.

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

- Company Financial Statement**
Please provide for the most current fiscal year. This statement must be prepared by a licensed Certified Public Accountant and conform to generally accepted accounting principles. The statement must include information concerning your company's current assets, current liability, total assets and total liability.

Under Conn. Gen. Stat. § 4a-100(d), private companies seeking to become prequalified by the Department of Administrative Services (DAS) are required to submit, among other data, company financial information. If a private company takes reasonable measures to maintain the secrecy of this information, such as stamping the specific data "CONFIDENTIAL," DAS views this information as private, not subject to public disclosure under the Freedom of Information Act. Specifically, in such a situation, DAS will treat the information as exempt from disclosure as a "trade secret" under Conn. Gen. Stat. § 1-210(b)(5)(A).

Company Financial Statement EXCEPTION Effective October 1, 2011

"Certified community development financial institution" means a community development bank, credit union or loan or venture capital fund that provides financial products and services in economically distressed markets and that is certified by the Certified Development Financial Institution Fund of the United States Department of the Treasury.

- Letter from Bonding Company**
On bonding company's letterhead, indicating date of letter, your company name, company address, company aggregate work capacity (the maximum amount of work your company is capable of undertaking for any and all projects), single limit (the estimated cost of a single project that your company is capable of undertaking), and contact information for bonding company's representative. Prequalification is contingent upon the bonding company having at least an "A-" (A-minus) rating by the A.M. Best Company.

- Status Letter from the State of Connecticut Department of Revenue Services (DRS)**
Commonly known as Letter of Good Standing, this letter from DRS must be uploaded to your application.

You may obtain this letter through the DRS Website at:

<http://www.ct.gov/drs/tsc>

Your company's DRS status letter is only valid for 30 days from date of issuance. It is your responsibility to make sure it is current until the application is approved by Contractor Prequalification Staff.

Note: For the purpose of prequalification, the DRS status letter must indicate no current outstanding tax liability to the State of Connecticut. The letter must be current and valid. For questions, please call DRS at 860-541-3254.

Application Fee for the appropriate requested Aggregate Work Capacity

Application Fee shall be paid via MasterCard or Visa on the application portal. If you cannot pay via MasterCard or Visa, you must contact the DAS Prequalification Program Staff for alternate instructions.

Aggregate Work Capacity Requested	Fee
\$ 5,000,000.00 - or less	\$600.00
\$ 5,000,000.01 - \$ 8,000,000.00	\$750.00
\$ 8,000,000.01 - \$ 10,000,000.00	\$850.00
\$ 10,000,000.01 - \$ 15,000,000.00	\$1,000.00
\$ 15,000,000.01 - \$ 20,000,000.00	\$1,500.00
\$ 20,000,000.01 - \$ 40,000,000.00	\$2,000.00
\$ 40,000,000.01 - or more	\$2,500.00

Copies of your company's licenses, registrations, and/or certifications from the State of Connecticut

Please do not include your company's sales and use tax permit or out-of-state licenses.

Company's Safety Manual Table of Contents Page

A Copy of Your Current Experience Rating Worksheet from the National Council on Compensation Insurance, Inc. (NCCI)

Signature Sheet

Signed by an authorized person identified in the on-line application and notarized.

Note: This is a PDF format document, and may be found in the Application Sections Menu. Prequalification will not be granted unless this form is notarized. You may download a hard copy of the form here:

<https://biznet.ct.gov/dasibi/signatureSheet.pdf>

Performance Evaluations

For renewal, you must submit evaluations only for 100%-completed projects awarded to your company that required you to be prequalified under the provisions of C.G.S. 4a-100.

Performance Evaluations are requested electronically through the on-line application.

Note: If your company was not awarded a contract for a Connecticut project(s) that required you to submit your Prequalification certificate and an updated bid statement (at the time of bid), you do not have to obtain or submit Performance Evaluations for renewal.

Register with the Secretary of State

Ensure that your company is registered with the Connecticut Secretary of the State and your most recent Annual Report is filed. For more information, please visit the Secretary of the State website or call them at 860-509-6003:

<http://www.concord-sots.ct.gov/CONCORD/online?eid=99&sn=InquiryServlet>