

## Contractor Prequalification Program Renewal Required Documentation

The following are required for the Contractor Prequalification Program. Required documents and application fee must be uploaded to the application using the Document Upload and Payment functions. Applications will not be considered complete until all requirements are met.

Unsolicited information will not be considered, returned or retained and may cause delays in processing applications.

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

### **Company Financial Statement**

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 company's current assets, current liabilities, total liabilities and equity.

*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, company name, company address, company aggregate work capacity (the maximum amount of work the 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 a DRS Letter of Good Standing, and may be obtained from the DRS website at:

[CT DRS](#)

This DRS status letter is only valid for 30 days from date of issuance. It is the applicant's responsibility to ensure 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 and must be current and valid. For questions, please call DRS at 860-541-3254.

**Renewal Fee**

Is one-half (1/2) of the full application fee for the requested AWC.

Late Renewals (submitted after certification expiration) will be charged the full Initial Fee.

Application Fee shall be paid via American Express, MasterCard or Visa on the application portal. If unable to pay via credit card, contact the DAS Prequalification Program Staff for alternate instructions.

Aggregate Work Capacity Requested	Initial Fee	Renewal Fee
\$ 5,000,000.00 - or less	\$600.00	<b>\$300.00</b>
\$ 5,000,000.01 - \$ 8,000,000.00	\$750.00	<b>\$375.00</b>
\$ 8,000,000.01 - \$ 10,000,000.00	\$850.00	<b>\$425.00</b>
\$ 10,000,000.01 - \$ 15,000,000.00	\$1,000.00	<b>\$500.00</b>
\$ 15,000,000.01 - \$ 20,000,000.00	\$1,500.00	<b>\$750.00</b>
\$ 20,000,000.01 - \$ 40,000,000.00	\$2,000.00	<b>\$1,000.00</b>
\$ 40,000,000.01 - or more	\$2,500.00	<b>\$1,250.00</b>

**Information on applicable company licenses, registrations and/or certifications from the State of Connecticut**  
Do not include company sales and use tax permit or out-of-state licenses.

**Company's Safety Manual Table of Contents Page**

**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. The form is available for download here:

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

**Performance Evaluations**

For renewal applications, Performance Evaluations must be submitted for 100%-completed projects awarded to the company that required Prequalification under the provisions of C.G.S. 4a-100.

Performance Evaluations are requested electronically within the application.

It is the applicant's responsibility to follow up with evaluators to ensure completion of evaluations. Applications will not be reviewed until all evaluations are complete.

Note: if the company was not awarded a contract for a Connecticut project(s) that required a Prequalification certificate and/or an update statement (at the time of bid), additional Performance Evaluations are not needed for renewal.

**Register with the Secretary of State**

Ensure the company is registered with the Connecticut Secretary of the State and the most recent Annual Report is filed. On the CT.gov website, use the top left menu to go to \*All Business Services, and then \*Business Filings.

For more information, please visit the Secretary of the State website, or call at 860-509-6003.

[CT Secretary of State](#)