

PREQUALIFICATION APPLICATION SUBMITTAL CHECKLIST

To be considered complete and ready for review by the Prequalification Review Committee, your application packet needs to include the following:

- ☐ A completed copy of the Application Form (Pages 12-23).
 - Be sure to clearly indicate on the Cover Page if you are seeking prequalification for the next prequalification year, or simply for one specific project.
 - Be sure to indicate on Page 2 of the application (page 13 of the pdf) the type(s) of project for which prequalification is being requested.
 - Include company's work history Section 5.2 & 5.3.

- ☐ The Safety Supplemental Questionnaire (Pages 1-4).
 - Please Attach:
 - ☐ An electronic copy e-mail attachment, preferably in Word format, of your current Safety Plan.

- ☐ The EEO/Civil Rights Supplemental Questionnaire (Pages 1-2).
 - Submittals must reflect current date.
 - Please Attach:
 - ☐ Affirmative Action Plan
 - ☐ Sexual Harassment Policy
 - ☐ Non-Discrimination Policy

- ☐ A statement from your bonding company, on their letterhead, indicating your bonding capacity for an individual project and in the aggregate for all projects.

- ☐ A copy of your worker's compensation Experience Rating Modifier either on your carrier's letterhead or the standard NCCI reporting form.

Questions regarding any of the above items, or about our prequalification process in general, may be referred to contractor.prequal@maine.gov or call (207) 624-3410.