

PENNDOT PREQUALIFICATION FOR CONTRACTORS

Instructions for Prequalification, Renewal, and Additional Code Applications

Note:

- All Prequalified Contractors (Prime or Sub) are required to be a registered Business Partner, instructions are detailed below
- All Prequalified Contractors (Prime or Sub) are required to renew every 2 years based on their Alpha prefix
(A thru K even year e.g. 2008)
(L thru Z odd year e.g. 2009)
- Certificates are available in ECMS to be downloaded for Prequalified Registered Business Partners
- ECMS <https://www.ecms.penndot.gov> sends an electronic renewal notification 3 months prior to a contractor's expiration date. It is the contractor's responsibility to maintain their certificate, prequalification status, and submit renewal forms in a timely manner to avoid possible expiration of prequalification. Prequalification and Renewal applications generally take 4 to 6 weeks to process barring errors or omissions in the application

1. Access the PennDOT website at the following address <https://www.ecms.penndot.gov>
The ECMS (Engineering Construction Management System) screen will appear
2. The Contractor Officers
Fill in ECMS User ID number and Password
3. Click on **Business Partner** located on Menu Bar
Then **Contractors**
4. Click on **Current Certificate** Link
5. Print using icon located on the tool bar provided with ECMS

Note: Prequalification applications are processed by the Bureau of Construction Materials
Business Partner applications are processed by the Bureau of Design

I. ECMS Business Partner Registration is at: <https://www.ecms.penndot.gov>

1. Click where indicated to enter ECMS as a guest
2. Click on **Business Partner** located on Menu Bar
3. Business Partner will expand, click on **Business Partner** then **Registration**
4. Select Business Partner Type, and double click acrobat reader icon above business partner agreement. PDF
5. Print and mail, completed four specified pages to: **ECMS Registration / PennDOT
Systems Management Section
Bureau of Project Delivery
P.O. Box 3662
Harrisburg, PA 17105-3662**
6. Scroll down to bottom of registration screen select "**Register**" button, select each tab and fill out information which applies to your company.
7. Click "**Submit**" button

Any questions concerning the ECMS system call the IT Service desk at (717) 783-8330
Any questions on the Business Partner Agreement may be directed to Design, Business Partner
Registration Section (717) 705-1501.

II. Prequalification and Prequalification Renewal with the Department of Transportation application forms (CS-4300) will need to be downloaded from the internet. This is a read only format.

1. Access the PennDOT website at the following address:

<https://www.ecms.penndot.gov>

The ECMS (Engineering Construction Management System) screen will appear.

2. Click where indicated to enter ECMS as a guest.
3. Click on **Business Partner** located on Menu Bar.
4. Click on **Contractors**.
5. The templates for the following forms appear on the right side of the screen.
 - [Additional Code Request](#)
 - [Line of Credit Form](#)
 - [New Prequalification Application – Prime](#)
 - [New Prequalification Application – Subcontractor](#)
 - [Prequalification Renewal – Prime](#)
 - [Prequalification Renewal – Subcontractor](#)

III. Additional Codes Request may be submitted at any time, requests will be process separately from renewal applications.

The Line of Credit From is now available as a separate link on our website and will no longer be mailed with expiration notices.

FYI – the Prequalification Regulations and the Contractor Responsibility Directive may be access at the following site:

Chapter 457 Regulation, Prequalification of Bidders:
<http://www.pacode.com/secure/data/067/067toc.html>

Contractor Responsibility Program:
https://www.oa.pa.gov/Policies/md/Documents/215_9.pdf

To complete the Prequalification process, mail the application to the Prequalification Office below:

**BUREAU OF PROJECT DELIVERY
PREQUALIFICATION OFFICE
ATTN: LATOYA LEWIS
400 NORTH STREET 7TH FL.
HARRISBURG, PA 17120-0094**

Note for any new prequalification application or additional code request: The leading reason for application denial, besides lack of experience, is limited or no response to our reference letters. We must verify experience, and cannot make a determination without sufficient and detailed response from your stated work experience references.