

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 <http://www.dot14.state.pa.us/ECMS> 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
<http://www.dot14.state.pa.us/ECMS>
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:

1. Click on www.dot2.state.pa.us to access the online registration. You must use Internet Explorer (up to version 11) to access the online registration.
2. Click on Business Partner on the navigation pane on the left side of the screen.
3. Click on Registration. The Business Partner Registration home page is displayed.
4. Select the radio button next to "Private Sector Organization" if your organization is a business. Select "Government Agency" if your organization is a municipality or municipal authority. Ensure that the correct selection is made because the Business Partner Agreement for public and private sector entities are different.
5. Print and mail, completed four specified pages to: **ECMS System Registration**
PA Department of Transportation
Bureau of Project Delivery
Systems Management Section
Harrisburg, PA 17105
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 ECMS help 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:

<http://www.dot14.state.pa.us/ECMS>

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:
<http://www.oa.state.pa.us/oac/lib/oac/MDs/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.