

PennDOT PREQUALIFICATION FOR CONTRACTORS

Instructions for Prequalification, Renewal, and Additional Code Applications as well as Provisional Prequalification and Conditional Prequalification

Note:

- All Prequalified Contractors (Prime or Sub) are required to be a registered Business Partner with PennDOT.
 - 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. An electronic renewal notification is sent 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 and Construction Management System) screen will appear.
 2. One of the Contractor's Officers can print the Certificate by filling in the 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. 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 and 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](#)

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

III. Provisional and Conditional Prequalification are specialized programs that are only available to Prequalified-Qualified prime contractors and subcontractors for the purposes of gaining work experience towards the assignment of additional classification codes. Requests are evaluated on a case-by-case basis. Please call 717-787-3733 or 717-787-7032 for more information.

The Line of Credit Form 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 accessed at the following sites:

[Chapter 457 Regulation, Prequalification of Bidders](#)

[Contractor Responsibility Program](#)

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

**BUREAU OF CONSTRUCTION & MATERIALS
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.