READ ME

for

ACCS PREQUALIFICATION PROCESS

1. Edit the “ADVERTISEMENT FOR PREQUALIFICATION AND BIDS” and send out to be advertised. Items that need to be edited:
   1. Project Information
   2. Prequalification Application deadline
   3. Mandatory Pre-Bid date and location for pre-qualified contractors
   4. Bid Opening date and location
2. Edit the “ACCS CONTRACTOR PREQUALIFICATION APPLICATION” document.
   1. All the yellow, highlighted areas need to be edited.
   2. Remove the yellow highlights from the document and then save this document.
3. Send “ACCS CONTRACTOR PREQUALIFICATION APPLICATION” to requesting and invited contractors.
4. Receive completed “ACCS CONTRACTOR PREQUALIFICATION APPLICATION” from contractors before the advertised deadline.
5. ACCS selection committee to review completed Prequalification Applications.
   1. Design Professional to fill out and complete “ACCS PREQUALIFICATION SUMMARY” from submitted Prequalification Applications.
      1. See How-To instructions in this document.
   2. ACCS selection committee to review the “ACCS PREQUALIFICATION SUMMARY” and select those contractors that are prequalified and those contractors that are not.
      1. Some clarifications and/or additional information from the contractor may be required to complete this review.
6. Edit “ACCS – PREQUALIFCATION ACCEPTANCE LETTER TEMPLATE” document for each qualified contractor.
7. Edit “ACCS – PREQUALIFCATION REJECTION LETTER TEMPLATE” document for each disqualified contractor.
8. Send out acceptance and rejection letters to each respective contractor.

A document with text and images

AI-generated content may be incorrect.

A close-up of a form

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A paper with text and images

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A document with text and a yellow text

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A document with text on it

AI-generated content may be incorrect.

A document with text and a signature

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How-To Instructions for Prequalification Summary

The Prequalification Summary has space to list information for 6 contractors. If there are more contractors than that, just create another document. Adding columns creates more opportunities to mess up formulas, so it’s best just to create a new document.

A document with red text and numbers

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The ACCS Prequalification Summary has three ways of providing information. Some of the areas are open fields for any type of information to be entered (words or numbers). Other fields are drop down menus like “Yes” or “No”. The rest of the fields have formulas in them and are self-populated from the information provided.

There are some cells that will be color coded (Red, Orange, Yellow) depending on the information provided. The colors are there to make it easier to look through the summary and notice issues. Items in “Red” and “Orange” would be a concern and something to review. See example below.

A document with text and numbers

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The following, yellow-highlighted cells (in the picture below) can be filled in with words or numbers.

A close up of a document

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The following, blue-highlighted cells (in the picture below) can be completed using the drop-down menu of “Yes/No”.

A close-up of a document

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The following cells, outlined in yellow, are cells with formulas that will automatically calculate and color code depending on the information entered in the spreadsheet.

A document with text and numbers

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After reviewing each applicant, the last cell is an “Approved”, “Denied”, or “Need More Info” drop-down selection. Those applicants with a “Need More Info” selection should be contacted to gather any remaining pertinent information to make the decision to qualify or not.

A document with a red logo

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A document with a red and white logo

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