READ ME

for

ACCS PREQUALIFICATION PROCESS

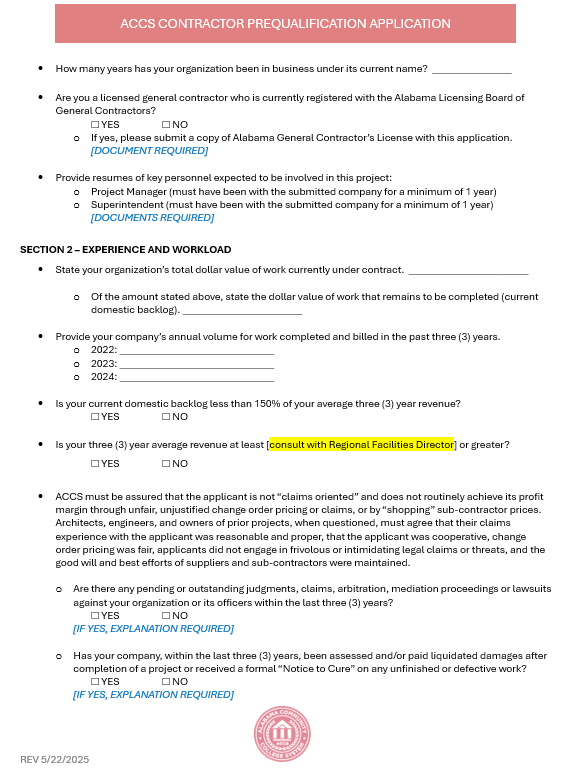
1. Edit the “ADVERTISEMENT FOR PREQUALIFICATION AND BIDS” and send out to be advertised. Items that need to be edited:
   1. Project Information
   2. Prequalification Application deadline
   3. Mandatory Pre-Bid date and location for pre-qualified contractors
   4. Bid Opening date and location
2. Edit 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.
      2. If Project is greater than $500,000 – Design Professional to send Summary with recommendations to ACCS Facilities Office for approval
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.

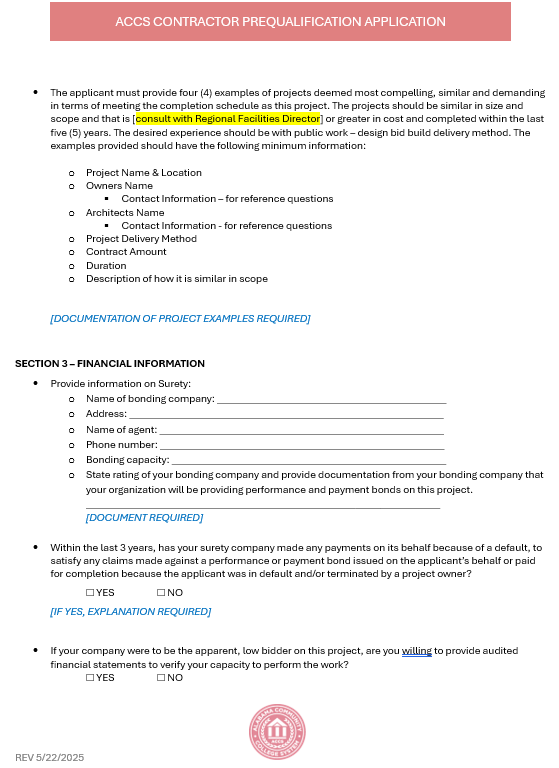
A document with text and images

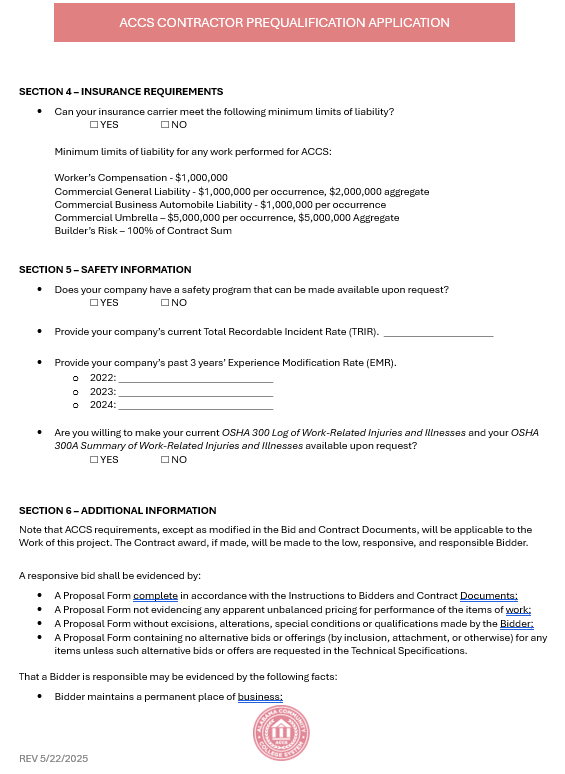
AI-generated content may be incorrect.

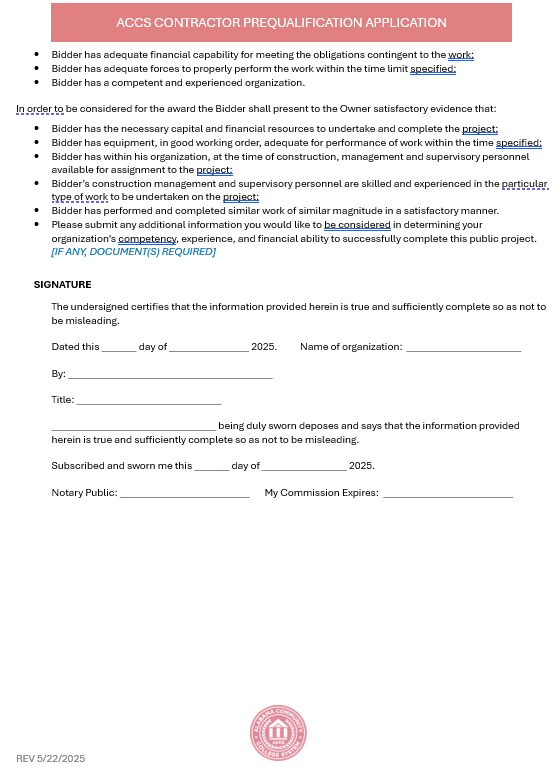
A yellow text on a white background

AI-generated content may be incorrect.



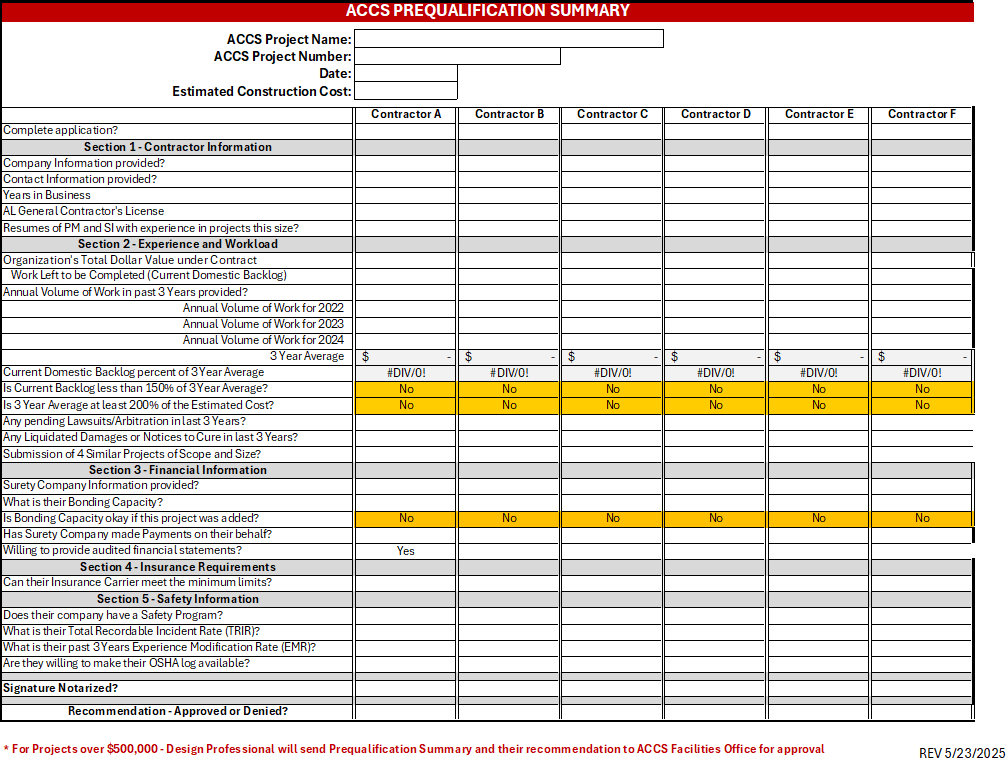






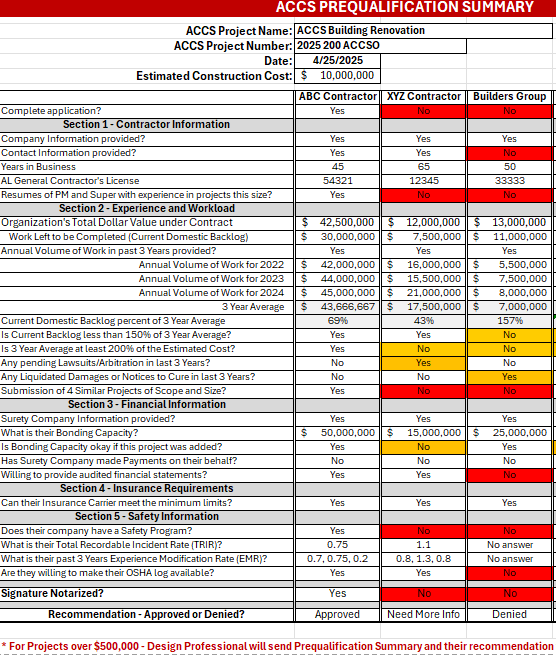
How-To Instructions for Prequalification Summary

The Prequalification Summary has space to list information for 6 contractors. If there are more contractors than that, there are 8 hidden rows for more contractors. An additional document can be created for a larger number of contractors.

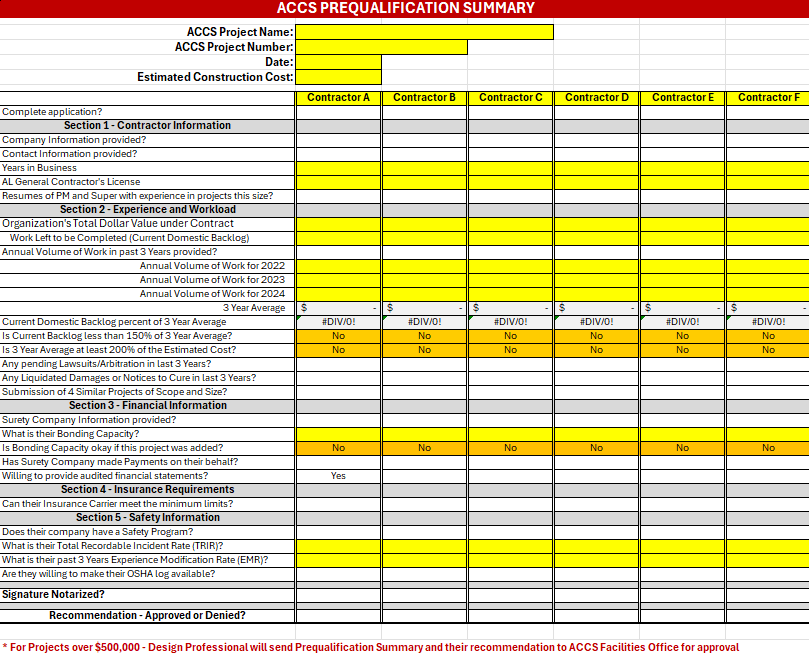


The ACCS Prequalification Summary has three ways of providing information. Some of the areas are open fields for any type of information to be entered (words or numbers). Other fields are drop down menus like “Yes” or “No”. The rest of the fields have formulas in them and are self-populated from the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

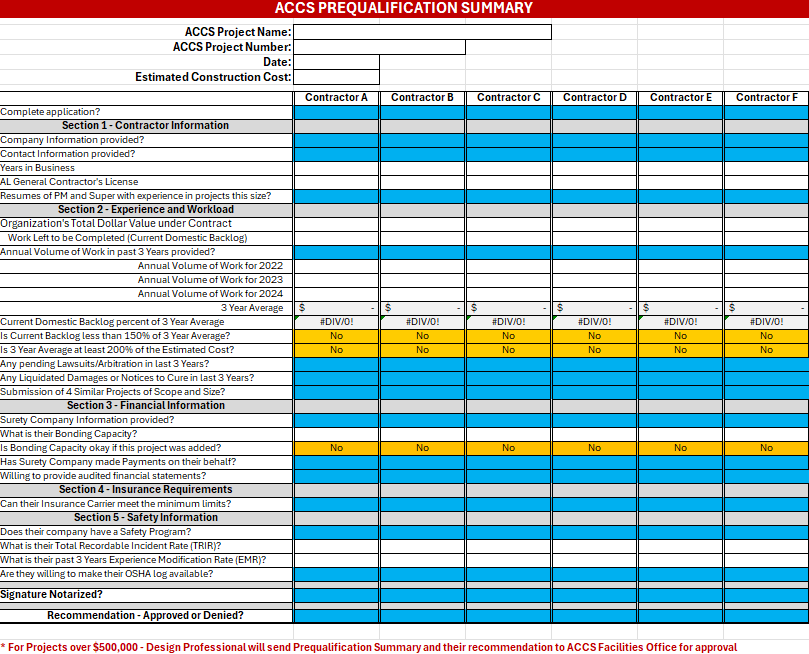
There are some cells that will be color coded (Red or Orange) depending on the information provided. The colors are there to make it easier to look through the summary and notice issues. Items in “Red” are serious concerns with the application. Items in “Orange” could be a concern and something to review. Any of the concerns should be investigated further with the applicants to determine accuracy. See example below.



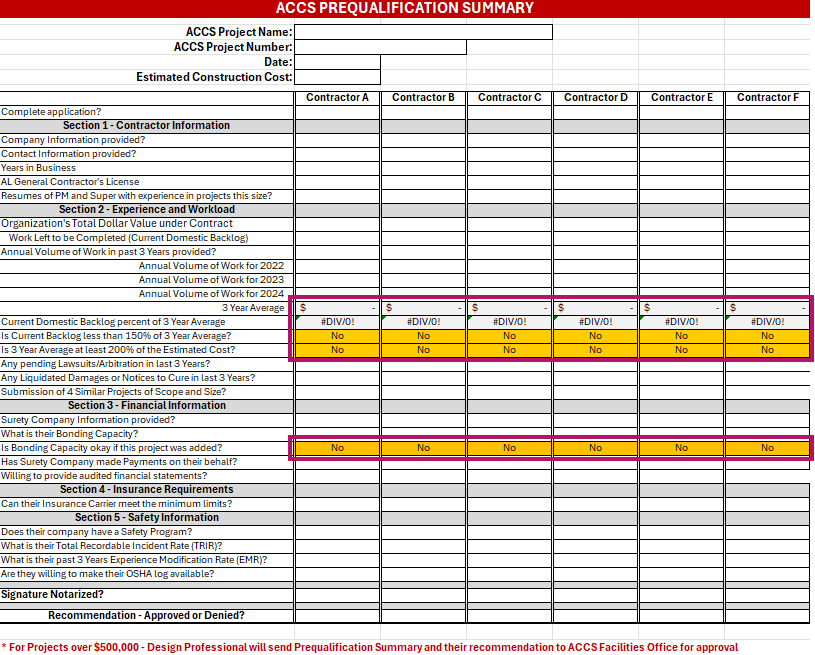
The following, yellow-highlighted cells (in the picture below) can be filled in with words or numbers.



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



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



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

When the ACCS Selection committee has done their due diligence and made recommendations, the ACCS Prequalification Summary sheet should be emailed to the ACCS Facilities Office for approval, for projects over $500,000.

A document with a red logo

AI-generated content may be incorrect.

A document with a red and white logo

AI-generated content may be incorrect.