

CHAPTER 15 – CONTRACTOR PRE-QUALIFICATION

1.0 General Information

- 1.1. The State of Kansas, the Office of Facilities and Property Management has implemented a process to pre-qualify contractors. This process is the state's method of further defining the term "responsible bidder" in statute [K.S.A. 75-3740](#).
 - 1.1.1. A taskforce was assembled with members from the Associated General Contractors (AGC), American Institute of Architects (AIA), Kansas Council of Engineers (KCE), and various state agencies along with representatives from OFPM. The taskforce has revised an existing procedure for contractors interested in providing construction services for the State of Kansas.
 - 1.1.2. Kansas Department of Transportation (KDOT) has a pre-qualification process for road and bridge work, which is substantially different from OFPM's prequalification process. Contractors who are pre-qualified with KDOT are not pre-qualified to bid on OFPM projects unless the contractor has already completed the OFPM pre-qualification process. If a contractor is pre-qualified with KDOT and wishes to complete the OFPM pre-qualification process, the approval letter from KDOT should be included in the application packet. Approval by one does not guarantee approval by the other.
 - 1.1.3. The Procurement and Contracts has a vendor registration for RFP's not processed through OFPM. [Click here](#) to be directed to Procurement and Contracts website. Click on Bidder Application.
- 1.2. Any company intending to bid as a prime contractor and sign a construction contract with the state of Kansas will need to follow the requirements below.
- 1.3. If a contractor submits a bid and the company is not pre-qualified, the bid will not be opened and will be returned to the company.

2.0 The Pre-qualification Process

- 2.1. To apply companies should use the Pre-qualification Application DCC Form 840 found at www.da.ks.gov/fp/contractor/.
- 2.2. Contractors will be notified by OFPM when their application has been received, at which time their status is noted as "pending".
- 2.3. After the initial review, the contractor will either be notified that his application has been approved or that additional information is required.
- 2.4. A contractor may bid and be awarded one project while the firm's application is "pending".
- 2.5. Companies who's applications are pending more than 60 days and fail to provide all required documents will be given two weeks to comply with the request for additional information. If no information is received during that two week period, the application will be discarded.
 - 2.5.1. If the company wishes to bid on projects in the future, they will have to reapply.
- 2.6. Instructions for submittals and additional information about the pre-qualification process are located under "Contractor Pre-qualification" at www.da.ks.gov/fp/.
 - 2.6.1. Questions about the process that cannot be answered on the website should be directed to 785-296-8899.

3.0 Submission of Bid When Not Pre-qualified

3.1. If a company submits a bid and a pre-qualification application from that company has not been received, their bid will be returned to them unopened.

3.1.1. Beginning with the use of the on-line plan room OFPM no longer can prohibit plan distribution to contractors who are not pre-qualified. Under the description of each project, there is a note in red indicating that all contractors bidding as the prime bidder must be pre-qualified with OFPM. A link to the pre-qualification web page is provided. It is up to the contractor to initiate the pre-qualification process.

4.0 Renewal Process

4.1. Applications are required to be resubmitted by each company every three years from the date of the company's initial application approval.

4.1.1. After the initial three-year period of approval, a letter will be sent to the company 2 to 3 months in advance of the expiration date of the application.

4.2. Companies that do not renew by their expiration date, will no longer be pre-qualified will be removed from the list of pre-qualified contractors.

END OF CHAPTER 15