


**INFORMATION BULLETIN NO. 23-02**

DATE: October 27, 2023

TO: Consultant Engineering Firms  
ADOT Project Managers  
Resident Engineers

FROM: Korina Lopez <sup>DS</sup>  
Group Manager  
Engineering Consultants Section

SUBJECT: **2024-2025 CONSULTANT PREQUALIFICATION PERIOD**

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We are approaching a biennial prequalification year. All current 2022-2023 Consultant Prequalification Applications with ADOT's Engineering Consultants Section (ECS) will expire on December 31, 2023.

The 2024-2025 Prequalification Period will open on November 1, 2023. Information from the 2022-2023 prequalification period will carry forward to the new application. Firms must be prequalified for the 2024-2025 timeframe in order to submit a Statement of Qualifications (SOQ) for ECS contracts with an SOQ due date on or after January 1, 2024, unless otherwise stated in the individual Request for Qualifications.

Consultants are required to submit their 2024-2025 Prequalification Applications online via the electronic Contract Management System (eCMS). Firms are reminded to allow seven to ten business days for review and approval of the application by ECS. Consultants prequalified for the 2022-2023 timeframe may submit an SOQ due prior to December 31, 2023 while awaiting approval of the 2024-2025 prequalification application.

Subconsultants are not required to be pre-qualified, but are encouraged to do so.

Firms with remote access can access the online application from the Citrix Access Gateway. After logging on to eCMS, click on the Prequalification button on the left navigation to access and complete the eCMS online Prequalification application.

New firms or firms with no remote access must log on to the ADOT website (<https://apps.azdot.gov/websignon/logon.asp>) and complete a form to request a username and password to access the Prequalification System. After receiving a username and password via email (referred to as a Single Sign-on), the firm must return to the ECS website and use the new Single Sign-on to access and complete the online prequalification application.

Instructions for completing the online application can be accessed directly from the eCMS online Prequalification application, additional resources are available on the ECS website <https://azdot.gov/business/engineering-consultants>.

If you have any questions regarding the Consultant prequalification application process, email [ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov).