

2024-2025 Consultant Prequalification Verification Checklist

FIRM NAME :	
<input type="checkbox"/>	<p>General Information Page (MANDATORY!)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Firm's name in our system matches name in ACC website (STOP HERE IF NO) <input type="checkbox"/> Firm's ACC Corporate Status is "in GOOD STANDING" <input type="checkbox"/> Firm's ACC Name Type matches the Ownership type (i.e. Corporation, LLC) <input type="checkbox"/> Domicile matches answer regarding Arizona or Out-of-State Owned Company <input type="checkbox"/> Verify Year established (If AZ firm, make sure # is close to ACC # – within 1-2 years) Only disapprove if something looks drastically out of place. (i.e. If a firm was established in 2004, but the PQ application indicates 20 years' experience, the firm needs to provide clarification on the discrepancy.) <input type="checkbox"/> Firm has no name changes in the past 5 years or ACC amendments verify the name changes provided Verify firm has an ACTIVE UTRACS registration UTRACS Number <input type="checkbox"/> Verify the names of Fiscal Officer and Owner/Principal (for document review) <input type="checkbox"/> Firm provided number of employees with each location <input type="checkbox"/> Recent Annual Report has been submitted (Corporations Only) <p>Comments:</p>
<input type="checkbox"/>	<p>Technical Capability Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of Professional or Licensed staff is consistent with the # of licensed employees provided in the Licensing and Registration section. (The numbers do not need to match, but if they indicate they have staff licensed in Arizona they should provide at least a couple of licensed individuals.) <input type="checkbox"/> The firm has provided at least one Project and included Description for Scope of Work as well as description of firm role, contracted scope of work, and status of project. <input type="checkbox"/> The firm has provided at least one Technical Service Type <input type="checkbox"/> Tech Services List is consistent with the BTR website and the licensing information provided. (If a firm has a BTR Registration, make sure the BTR site shows at least one Technical Service consistent with what they submitted.) <p>Comments:</p>
<input type="checkbox"/>	<p>Licensing & Registration Information (Check at least one of the following)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirmed the BTR license for the firm if provided. Make sure the work type doesn't indicate a required license that isn't listed. The following ADOT Work Types require a valid BTR: Architecture & Related Services, Bridge/Structural Engineering, Civil Engineering, Electrical Engineering, Geological, <input type="checkbox"/> GeoTech/Mat.Testing/Subsurface, Structural Engineer, Survey/Mapping/Aerial <input type="checkbox"/> Confirmed an individual license when a firm license isn't available

	<input type="checkbox"/> Firm Work Type(s) doesn't warrant a BTR license but other appropriate licensing has been verified, where applicable (ROC, real estate, etc.) <input type="checkbox"/> No applicable licensing is required based on Work Type(s) <input type="checkbox"/> Applicable licensing is required but firm doesn't have, so can prequalify as Non-Technical' Comments:
<input type="checkbox"/>	Financial Information <input type="checkbox"/> Firm entered an Annual Gross Revenue and Net Income <input type="checkbox"/> Firm verified they are familiar with FAR Part 31 <input type="checkbox"/> Firm answered "yes" to all of the questions regarding the Accounting system OR said Yes to the question about establishing one and answered no to the other questions OR they applied for CPUW and SR contracts only <input type="checkbox"/> Firm provided financial documents dated within 15 months prior to submittal of the prequalification application <input type="checkbox"/> Firm provided audited financial documents or the financials were signed by whoever was listed as the "Fiscal Officer" of the company in the Contacts section of App Comments:
<input type="checkbox"/>	Transmittal Letter <input type="checkbox"/> Transmittal letter is properly formatted and on company letterhead <input type="checkbox"/> Transmittal letter is dated <input type="checkbox"/> Transmittal letter specifies the 2022-2023 prequalification period <input type="checkbox"/> Firm certified that all statements and supporting documentation submitted in this application package are true and correct to the best of their knowledge as of the date of this submittal and authorize to verify information <input type="checkbox"/> Firm indicated an officer who is duly authorized to certify information <input type="checkbox"/> Firm indicated it shall comply with all state and federal equal opportunity and nondiscrimination requirements and conditions of employment in accordance with ARS Title 41 Ch.9, Article 4 and Exec Order 99-4 dated March 26, 1999 <input type="checkbox"/> Firm indicated they do not have any current or pending Suspension/Debarment actions, ineligibility, voluntary exclusion and convictions and/or civil judgments per FHWA Order 2000.2A against the firm or it's principals <input type="checkbox"/> Transmittal letter was signed by the certified officer or owner (as designated in paragraph 3 of the transmittal letter) Financial Ratios Analysis Completed and saved to G Drive Comments:

<input type="checkbox"/>	Affirmative Action/Disadvantaged Statement or Policy <input type="checkbox"/> Firm provided a proper Affirmative Action Policy Comments:	
<input type="checkbox"/>	Organizational Structure document <input type="checkbox"/> Firm provided an Org chart or letter explaining the company structure Comments:	
	Compliance Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (see comments)	
	ECS Manager Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved- Comment:	
Compliance Reviewer:		Date:
ECS Managers Signature :		Date: