

FIRM NAME :
General Information Page (MANDATORY!)

Firm's name in our system matches name in [ACC website](#) (STOP HERE IF NO)

Firm's ACC Corporate Status is "in GOOD STANDING"

Firm's ACC Name Type matches the Ownership type (i.e. Corporation, LLC)

Domicile matches answer regarding Arizona or Out-of-State Owned Company

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.)

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](#)

Verify the names of Fiscal Officer and Owner/Principal (for document review)

Firm provided number of employees with each location

Recent Annual Report has been submitted (Corporations Only)

Comments:
Technical Capability Information

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.)

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. The firm has provided at least one Technical Service Type

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.)

Comments:
Licensing & Registration Information (Check at least one of the following)

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, GeoTech/Mat.Testing/Subsurface, Structural Engineer, Survey/Mapping/Aerial

Confirmed an individual license when a firm license isn't available

	Firm Work Type(s) doesn't warrant a BTR license but other appropriate licensing has been verified, where applicable (ROC, real estate, etc.) No applicable licensing is required based on Work Type(s) Applicable licensing is required but firm doesn't have, so can prequalify as Non-Technical' Comments:
	Financial Information Firm entered an Annual Gross Revenue and Net Income Firm verified they are familiar with FAR Part 31 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 Firm provided financial documents dated within 15 months prior to submittal of the prequalification application 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:
	Transmittal Letter Transmittal letter is properly formatted and on company letterhead Transmittal letter is dated Transmittal letter specifies the 2024-2025 prequalification period 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 Firm indicated an officer who is duly authorized to certify information 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 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 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:

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