

DOING BUSINESS WITH GDOT				CONTRACT PARTICIPATION CREDITS
Prime Contractor Prequalification	Subcontractor Registration	Routine Maintenance Registration	A & E Consultant Prequalification	Disadvantaged Business Enterprise (DBE) Certification
<p>Step 1- Prime Contractor submits prequalification application including: Forms 477, 478, Financial Statements, and Reference letters/Past Performance Report.</p> <p>Step 2 – Application is reviewed for completeness and registration status with the Secretary of State is verified as being in good standing. If incomplete, the applicant will be notified requesting the missing information.</p> <p>Step 3 – Once application complete, it is sent to Audits for review. If the application is incomplete, the applicant will be notified requesting the missing information.</p> <p>Step 4 – Once application complete, it is sent to Prequalification committee members for review.</p> <p>Step 5 – After review by Prequalification members, applications are approved or rejected.</p> <p>Step 6 – If the application is approved, the applicant will be notified in writing of the prequalification approval.</p>	<p>Step 1- Subcontractor submits registration application including: Form 478 and Reference letters/Past Performance Report.</p> <p>Step 2 – Application is reviewed for completeness and registration status with the Secretary of State is verified as being in good standing. If incomplete, the applicant will be notified requesting the missing information.</p> <p>Step 3 – Once application complete, it is sent to Prequalification committee members for review.</p> <p>Step 4 – After review by Prequalification members, applications are approved or rejected.</p> <p>Step 5 – If the application is approved, the applicant will be notified in writing of the registration approval.</p>	<p>Step 1 –Application is received</p> <p>Step 2 - Application is checked for completeness. If incomplete, the applicant is sent an email requesting the missing information.</p> <p>Step 3 – Once application is complete, it is given to the RM Committee to review for qualifications</p> <p>Step 4 - The committee reviews the application and makes a decision on the qualification.</p> <p>Step 5 - If the application is approved, the applicant is notified, in writing, of the registration approval</p>	<p>Step 1: Consultant submits Prequalification application and supporting documentation.</p> <p>Step 2: Submittal is reviewed by Prequalification Coordinator for completeness.</p> <p>Step 3: If PreQualification Coordinator notes missing items/information, it is requested from Consultant.</p> <p>Step 4: Prequalification application sent to reviewer for recommendation.</p> <p>Step 5: Prequalification Committee meets and applications are approved or rejected.</p> <p>Step 6: Certificates are generated and sent to consultant.</p>	<p>Step 1 – DBE Application is received</p> <p>Step 2 - Application is checked for completeness. If incomplete, the applicant is sent an email requesting the missing information. If 4 or more items are missing the application is returned to the applicant with instructions to resubmit when all required documents are available.</p> <p>Step 3 - Once the application is complete an on-site review is scheduled and conducted at the applicant's office. During the on-site review, interviews are conducted with the owners of the firm.</p> <p>Step 4 - All materials submitted by the applicant and the on-site report are examined by the reviewer, who determines if the applicant meets the eligibility standards. The reviewer also examines the work classification(s) requested and makes a recommendation regarding the adequacy of the applicant's resources to perform in these work areas to the Analyst.</p> <p>Step 5 - The Analyst reviews the application in its entirety and makes a decision on the firm's eligibility for certification in the DBE program.</p> <p>Step 6 - If the application is approved or denied, the applicant is notified, in writing, of the certification decision.</p>