



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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June 9, 2014

As part of the prequalification process, the Department categorizes contractors by different contract type and lists this information in our Directory of Transportation Firms. For the last several years, one of these categories for prequalification is Purchase Order Prime Contractors. These are contractors who wish to bid on Division-Let projects. Unfortunately, we have been unable to separate this category for PO Prime in our Directory due to software constraints. Therefore, firms that were prequalified as either Central-Let Bidder or as a Subcontractor have been allowed to bid on Division-Let projects. Several months ago, our IT Unit was able to update both SAP and the Directory to allow the PO Prime category to be displayed. All firms that have been approved as a PO Prime contractor will now be visible on the Directory.

The prequalification process for Purchase Order contractors is stricter than the process for a Subcontractor designation. Therefore it is important that contractors in these categories be considered separately. Effective **July 1, 2014**, Division let contracts should only be awarded to firms listed in the Directory as either Bidder or PO Prime Contractor. After this date, firms that are only prequalified in the category of Subcontractor cannot bid on projects as the prime contractor.

Several steps will be taken to assist with this transition. The Contractual Services Management Section will work with IT and the Communications Office to place language on the appropriate website tab to alert contractors of this change and prequalification requirements. Please ensure the language in contract proposals is updated with regards to what prequalification is needed to bid on the project. Also, as you have opportunities, please encourage firms to be proactive with their applications for prequalification approval to avoid conflicts with their ability to bid on projects. We do not want firms to miss contract opportunities because they wait until the last minute.

Thank you for your assistance with the implementation of these new prequalification requirements for awarding Division let contracts to firms. Should you have specific questions regarding this matter, please contact Terry Canales, Contractual Services Engineer at 919-707-4805.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Holder".

Mike Holder, PE
Chief Engineer

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