



## Prequalification Packet Checklist

The checklist below is provided for your convenience to make sure your Prequalification Packet is complete. It is for your use only and should NOT be submitted with your packet.

### New Prequalification or Expired Prequalification

- Prequalification Questionnaire
- References on District Forms [p. 2, Section (C)(2)]
- Minimum of five (5) references for **each license** prequalification
- Essential Criteria – Five (5) K-14 projects on our form [Section G]
- List of all projects completed in the past five (5) years [Section G]
- Original bond letter **with wet signatures** (dated within the past 30 days of submission)  
[Section (H)(4)]
- Audited or reviewed financial statements for the past two (2) full fiscal years [Section K]
- Certification signature (wet ink or electronic) by an individual with authority to bind the contractor [Section L]

### Renewal

If you are seeking prequalification before your expiration date, only new information is needed.

- All sections that are “unchanged” should still have the information filled out and not be left blank
- Gross revenues – most recent year should be listed [Section D]
- Original bond letter **with wet signatures** (dated within the past 30 days of submission)  
[Section (H)(4)]
- Current certification signature (wet ink or electronic) [Section L]