



PREQUALIFICATION FACT SHEET FOR CONSULTANTS



Who must be Prequalified?

All architecture, landscape architecture, engineering and surveying firms intending to perform professional services for the City of Baltimore on contracts totaling \$50,000 or greater.

Who approves Prequalification?

OBC recommends contractors for approval. The City's Board of Estimates grants final approval.

Difference Between Prequalification and M/WBE Certification?:

A Prequalification Certificate verifies a contractor's ability to perform contracted work through reviewing its professional experience and financial capacity. M/WBE Certification is a process whereby the Minority and Women's Business Opportunity Office (MWBOO) in the City's Law Department verifies the legitimacy of a firm seeking a City classification as an Minority- and/or Woman-Owned Enterprise. MWBOO can be reached at (410) 396.4355 and or:

<http://law.baltimorecity.gov/minority-and-womens-business-opportunity-office>

When must a contractor be prequalified?

Prime contractors AND Subcontractors must be prequalified at the time of proposal submittal.

Where to apply for prequalification?

Submit a completed Consultant Application (SF254) and appropriate documentation to:

Office of Boards and Commissions
4 S. Frederick St., 4th Floor
Baltimore, Maryland 21202
Attn: Contractor Prequalification

Is there a fee?

Currently, there is no cost to become prequalified.

How long is the prequalification process start to finish?

Consultants should allow a minimum of 30 days for OBC to fully review applications. An incomplete application is a primary cause for delay.

Length of approval per prequalification period and renewal frequency thereafter:

One year from BOE approval date. Prequalification renewal is required on an annual basis.