



## PREQUALIFICATION FACT SHEET FOR CONTRACTORS



### Who Must be Prequalified?

All contractors, whether prime contractors or subcontractors, intending to bid on or perform on contracts with the City for an amount of \$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 must be prequalified prior to purchasing bid documents and submitting a bid. Subcontractors must be prequalified prior to commencing work.

### Where to apply for prequalification?:

Submit a completed Contractor Application and appropriate documentation to:  
Office of Boards and Commissions  
4 S. Frederick St., 4<sup>th</sup> Floor  
Baltimore, Maryland 21202  
Attn: Contractor Prequalification

Applications can be downloaded from the OBC website or picked up in person.

### Is there an application fee?

Fees are determined by the type of financial statement submitted:  
Compiled - \$100; Reviewed - \$500; Audited - \$1,000.

### How long does it take to become prequalified?

Contractors should allow a minimum of 40 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:

Prequalification expires 2 (two) years after approval date. Financial Statements are required to be filed annually.