Who must be Prequalified?

All firms must complete the Standard Form (SF) 254 Architect-Engineer and Related Services Questionnaire even those not found under the categories for the following: Architecture, Construction Management, Engineering, Landscape Architecture, Property Line Survey, Surveying Firms and Consultants for Related Services intending to bid and provide professional services for the City of Baltimore on contracts in the amount of $50,000 or greater.

Who approves Prequalification?

- OBC provides recommendation of a firms’ approval.
- The City’s Board of Estimates (BOE) grants final approval.

Difference between Prequalification and M/WBE Certification:

- **Prequalification Certificate** verifies a firm’s ability to self-perform their work, through review of its professional experience and backlog of existing contracted work.
- **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 a 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 consultant be prequalified?

- Prime Consultants AND Subcontractors firms must be prequalified at the time of proposal submittal.

Where can you 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
410-396-6883

DOWNLOAD APP
http://dpwapps.baltimorecity.gov/prequalmobile/

Is there a fee?

- Currently, there is no fee for consultants to become prequalified.

How long is the prequalification process start to finish?

Consultants should allow a minimum of 35 business days for all applications. An incomplete application and references are the primary cause for delay.

How often am I required to renew my prequalification?

Prequalification for Consulting Firms expires One (1) year from BOE approval date. Prequalification for a Consulting Firms renewal is required annually.