



OFFICE OF BOARDS AND COMMISSIONS (OBC) PREQUALIFICATION FACT SHEET FOR **CONSULTANTS!**



Who must be Prequalified?

All Consultant firms must complete the Standard Form (SF) 254 Architect-Engineer and **Related Services Questionnaire**. **Even those not found** under categories for the following: **Architecture, Landscape Architecture, Engineering, Land Surveying, Property Line Survey, and Surveying Firms**. **All Other's and New Categories are considered Related Services** and must prequalified if 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.

When must a consultant be prequalified?

- ALL Consultants AND ANY Consultant firms being included in a Request For Proposal (RFP) **must be prequalified at the time of the submittal due date**.

Where can you apply for prequalification?

Applications can be downloaded from OBC's website or in person. The completed Consultant Application (SF254) questionnaire and appropriate documentation can be submitted

to: Office of Boards and Commissions
4 S. Frederick St., 4th Floor
Baltimore, Maryland 21202
410-396-6883 or by email at

<http://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>



Is there a fee?

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

How long does it take for the prequalification process from 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.

Renewal is required annually (one (1) year prior to expiration).

Is Minority Certification different from Prequalification:

- **Prequalification Certificate** verifies a firm prequalification has been approved by the BOE to self-perform and provide their professional services.
- **Minority and Women's Business Enterprise Certification (M/WBE)** is a process under the Mayor's Office of Small and Minority Business Advocacy & Development (SMBA&D) that verifies the legitimacy of a firm seeking a City classification as a Minority and/or Woman-Owned Enterprise. SMBA&D can be reached at **410-396-3818** or email: <https://smba-d.baltimorecity.gov/mwboo/mwbe-certification-process>