System for Pre-Construction

Qualification

(PCQ)

User Guide

July 17, 2020

Purpose:

This guide will help the user through the application process of to become qualified for construction work.

Overview:

In order for the user to work in PCQ System, they must register to create a userid. Upon completion of this, the system will email a temporary password. The user can then log into the system. Once in the system the user will create a main record. Other records such as equipment list, experience, officers, etc will be related to the main record. The system uses a wizard to gather information from the user by going from page to page querying for information. The organization can complete more than one application per day, provided certain fields are not identical. When all pages are complete, the Office Engineer Division (OE) will review the application. Once they have completed their review it will be sent to the Comptroller Division. Upon completion of the comptroller analysis they will send the application back to the OE. The OE will review the application and send the results to the applicant.
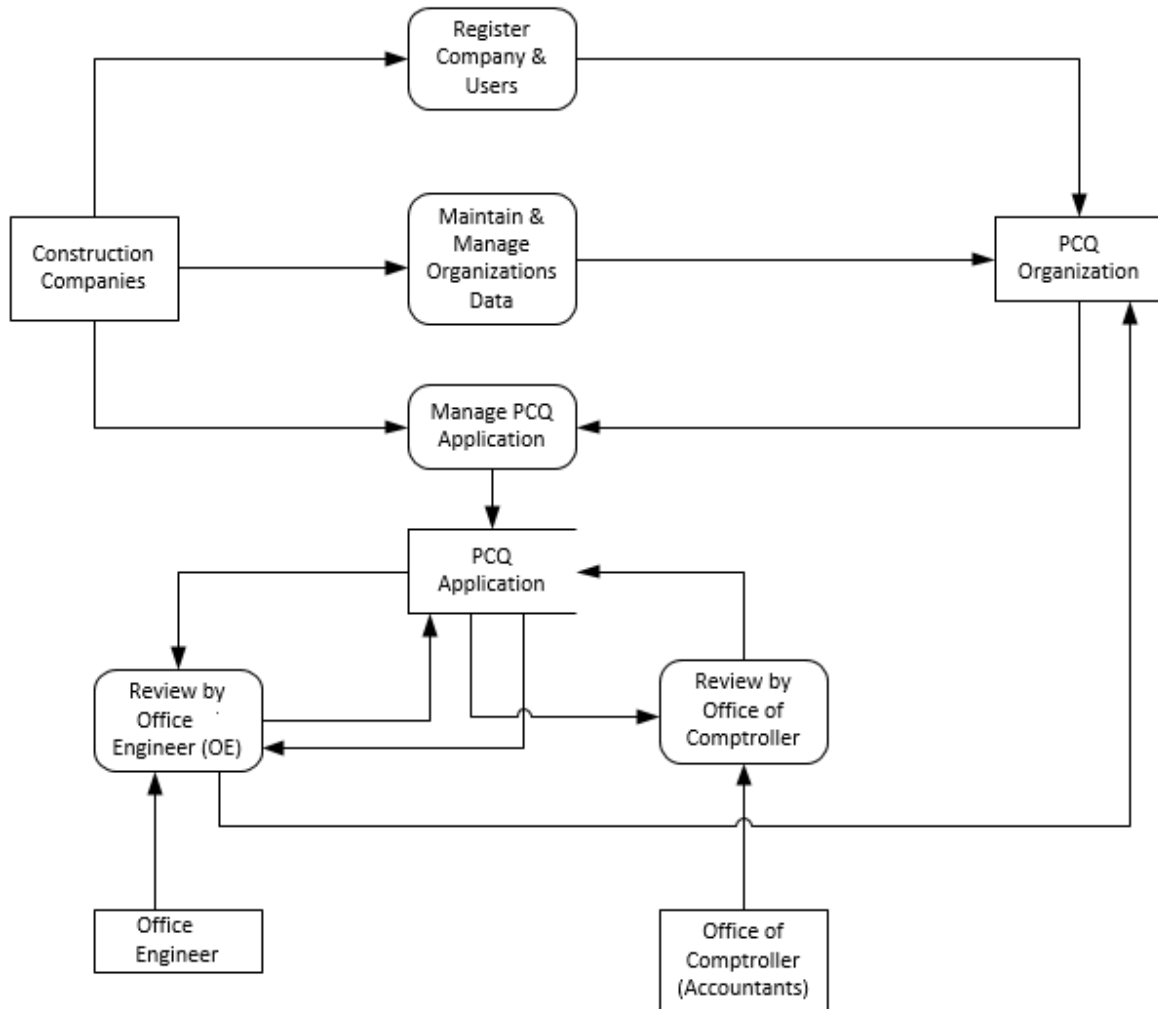
Table of Contents

System Processing and flow of data through the process

Oklahoma Department of Transportation
Pre-Construction Qualification (PCQ)

The System Flow Diagram shows how data will flow through the system. Organizations will need to register with the PCQ System. Several employees can register with the same company, but they must have unique userids and spell the companies name consistently. For example, need all spaces, periods, abbreviations, and spelling of the company to be the same. With this process users will receive a temporary password and will be able to login to the PCQ System. At this point users will be registered with their organization; however, they will need an employee from their company to authorize them to do work on behalf of the organization.

Once, this information is stored the any primary account manager will be able to maintain and manage the organizations information. The primary account manager will have access to the company record, such as name, address, phone number and other contact information. They will also manage the employees and give authorization to those who can add and edit company applications.

When employees are authorized to work on behalf of an organization, they can enter an application for Pre-Construction Qualification. There will be a several pages that will need information about the company, employees and work experiences.

After completing all necessary questions on the pages, the application can be submitted to the Office Engineer (OE), where they will review the application. If they see any problems with the application, they will return the application to the organization with a reason for the return. This will be done by email. But, it is highly advised that the user view the status in the PCQ system, as emails at times do not make it to their respective inboxes.

If the OE sees no problem with the application, it is then forwarded to the Comptroller's Division. Here, there will be a review of the organization's finances. A work sheet is created to obtain the organizations Pre-Qualification total. This total will be used for bonding requirements. The accountant in the Comptroller's office will complete the worksheet and forward to an approver, who will look over the worksheet to verify no errors have been made. The approver will forward the application along with the worksheet back to the OE. The OE will have a final decision on the organization's status.

Registering for PQC – Creating a UserID and Log in to PCQ

Connect to the ODOT web site at http://odot.ok.gov and look for the Doing Business menu item. Hover the mouse over it and it will extend a list. Click on the Pre-Construction Qualification link.

This will bring you to the login page for PCQ. New users will need to create a userid. The userid must be unique. The created record will be associated with the company name, but not authorized to do business on behalf of the organization. To do this, Click on the Create New Userid button.

Pre-Construction Registration Applications are now being accepted via the on-line system. Construction Owners need to register the company along with their authorized users.

Create UserID

CREATE NEW USERID

If you want to be able to submit applications, you must register with the system using the button above. Then come back here and log in with your userid. You only need to register 1 time to get your userid. Any questions, please call (405) 522.5279.

A screen similar to the following will appear. If the user is the first to register a new organization, please enter the company's official name. All employees that register thereafter, will need to enter the exact name of the company (spaces, punctuation marks and titles all included), otherwise they will be creating a new company and record. The reasoning behind this, all users that enter the exact company name will be registered with that company, but not authorized to do business on behalf of that company. A primary account manager will need to manage the users. Thus, security is left to the organization. Those that can work on behalf of the organization will be able to edit/add applications.

User Access Request for the ODOT On-Line System

Instructions
Step 1) Complete this form and submit your request.
Step 2) The Organization's Primary Account Manager will need to authorize you to do business for the Organization before your userid becomes active.
Step 3) Go to your email and look for the message from this process.
Step 4) Follow the link to log in using the userid and password in the email. You will be asked to change your password.
Step 5) You can then log in and begin using the system.

On-Line Administration Access Request

Organization Name

Primary User Area [- You MUST Select One - ▾]

First Name   Middle   Last Name

Street

City

Oklahoma City, Tulsa, Norman, Edmond, Moore
State

OK
Zip
[   ] include the dash if entering zip + 4
Email

Phone
[   ] Enter as 9999999999
Title

User Name / User ID (this will be your login id - please do not use spaces in the name)

[Submit]

When the information is submitted to the DB, the system will send the user a temporary password which can be used to enter the PCQ system. The user will need to return to the login page and enter their userid and temporary password as seen below.

Create UserID

CREATE NEW USERID

If you want to be able to submit applications, you must register with the system using the button above. Then come back here and log in with your userid. You only need to register 1 time to get your userid. Any questions, please call (405) 522.5279.

Construction Projects

odotfa

password

Log In

Trouble Logging In?

Forgot My Password
Forgot My Username

PCQ's Home Page

General Message

Here the user will find announcements from the Office Engineer Division. This will be one source of information for contractors concerning the Pre-Construction Qualification System. Other information can/will include contact information for OE Personnel.

Organizational Record

The organizational record will show the companies information. Employees designated as primary account managers will be able to edit the company's information as well as authorize and activate/inactivate other employees. The Primary Account Managers display the edit column with a paper and pencil icon. Clicking on this icon will take the user to the following page.

The page is divided into 3 parts. The organizational record to be edited. When editing this portion, make the necessary changes and then click on the Apply Changes button.

The second portion will show the users those employees registered and AUTHORIZED to do business on behalf of the company.

The final portion of the page shows employees registered and NOT AUTHORIZED to do business on behalf of the company.

To authorize/unauthorized employees the process is the same. Click on the paper and pencil icon of the employee you would like to AUTHORIZED/UNAUTHORIZE. This will display the following page:

Edit Authorized User for Pre-Construction   ⊗

Home \ Organizational Record Edit \

Edit Authorized User for Pre-Construction

User Name	PHILIP
Name Last	WALLACE
Name First	PHILIP
Name Middle	D
Street	4712 E 109
City	MEEKER
State	OK
Zip	74855
Email	PWALLACE@ODOT.ORG
Phone	4055221082
Company Name	**ICFI**
Title	
Prim Acct Mgr	Yes ⌄
Authorized to Conduct business for Organization	ICFI ⌄
User Status	ACTIVE
	Active, Inactive
Created Date	**27-AUG-2013**

Cancel   **Apply Changes**

To AUTHORIZE a user, look for the label "Authorized to Conduct business for Organization". Select from the drop-down list your organizations name. There will only be 2 choices – Not Selected and your organizations name. Next, verify the user status is set to active. Users can click on the word active located under the textbox. When these changes are completed, click on the Apply Changes button. When returning to the previous page, your employee should be found in the AUTHORIZED section of the page.

To change an employee to the NOT AUTHORIZED section, look for the label "Authorized to Conduct Business for Organization". Select from the drop-down list Not Selected. Verify the user status is set to Inactive. Users can click on the work Inactive under the textbox. When the changes are completed, click on the Apply changes button. When returning to the previous page, your employee should be found in the NOT AUTHORIZED section of the page.

My Account Record

When users are logged into the PCQ system they will have the ability to edit and save their account record information by clicking on the paper and pencil icon.

My Account Record

Edit ↑⇕	User Name	Last Name	First Name	MIddle Name	Street	City	State	Zip	EMail	Phone	Company Name	Title	Created Date	Primary Acct Mgr	User Status	User Status Date
🖊	ODOTFA	TEST	FRANK	-	200 NE 21ST STREET	OKLAHOMA CITY	OK	73105-1234	frank.arambula@omes.ok.gov	405-522-8054	ICFI	TESTER PERSON	14-JAN-2016	Y	ACTIVE	14-JAN-2016

Clicking on this icon will display the following page:

Home \

Edit My Account Record

User Name	ODOTFA
First Name	FRANK
Middle Name	
Last Name	TEST
Street	200 NE 21ST STREET
City	OKLAHOMA CITY
State	OK
Zip	73105-1234 Format 99999-9999 (if last 4 are known)
Email	frank.arambula@omes.ok.gov
Phone	4055228054 Format 9999999999 (all numeric)
Company Name	ICFI
Title	TESTER PERSON
Created Date	14-JAN-2016
Primary Acct Mgr	Y
User Status	ACTIVE
	Active, Inactive

Cancel

Apply Changes

After making the necessary changes, click on the Apply Changes button to save the information.

PCQ Systems Menu

The main menu is divided into several sections. Clicking on the down arrow will display sub-sections. These sub-sections are designed to automatically flow from page to page. Each page will inquire about a certain subject. When the information has been gathered on that subject, clicking the next button will display the next page. The user must proceed through all pages and save the information at the end. If the users do not proceed through all the pages, vital information could be lost or not saved.

Some areas will not have any sub-sections. In this situation, there is only one page to display.

Prequalification Records

The prequalification record must be created first. All other records such as experience's, officers, equipment list, work desired, etc. will be associated with this record. If no prequalification record is created then the user will not be able to create the other records. There are 3 functions within this section to help the user create and maintain their prequalification record. These functions can be seen by clicking on the down arrow of the Prequalification Records menu.
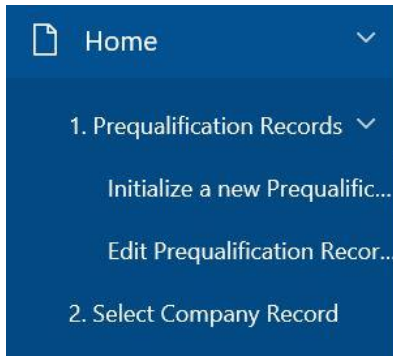
Initialize a New Prequalification Record

Clicking on this sub-section will create the main record that all other records can be associated with. This is the first page the user will use to create their PCQ application – The Company Info Page. This particular page is pre-filled with information from creating an account record. All fields are required on this page; however, the company information can be edited where necessary. There is also a cancel button that will cancel this step.

Once this page is completed, the user will click on the next button, located at the upper right hand corner of the page. The wizard will then guide the user to the next page. In this case the contact information as seen below:

After completing the required information and clicking on the next button the wizard will take the user to the next page, Federal Reporting Information. However, if the user needs to go back a page the arrow button on the upper left hand side of the page, will take the user back a page.

User will complete the information and click on the Initialize my Application button. After, clicking on this button, the system will present a list of Prequalification record for their company. The list is displayed by a sorted decreasing Date of Financial Audit. Thus, the most current date is at the top of the list. This is also the page displayed by clicking on the second sub-section of Prequalification Records. This list will allow the user to edit the information from the Initialization pages. Click on the pencil icon to edit that particular record.

Edit Prequalification Record

List Prequalification Records

Company Information

Security System Company Name: **ICFI**

Initialized PreQualification Records

	Date of Financial Audit ↓≡	Date Of Statement	Application Status	App Status Date	Mailing Address	Mail City	Mail State	Mail Zip	Physical Address (PA)	PA City	PA State	PA Zip	Name Of Contact	Contact Phone	Contact Email	FEI	Num Employees Peak	State Of Incorporation	Created Date	Created By
🖉	11-MAY-2020	11-MAY-2020	Started	11-MAY-2020	11601 Kings Rd	Meeker	OK	74855	11601 Kings Rd	Meeker	OK	74855	FRANK TEST	(405)522-1082	PWALLACE@ODOT.ORG	333224444	100	OK	11-MAY-2020	FRANK TEST

Clicking on the pencil icon will display the following page. Note, not all fields are shown below.

Edit Prequalification Records

Edit Prequalification Record

Date Of Statement	11-MAY-2020
Date Of Audit	11-MAY-2020
Mailing Address	11601 Kings Rd
Mail City	Meeker
Mail State	OKLAHOMA
Mail Zip	74855
Physical Address	11601 Kings Rd
Physical Address City	Meeker
Physical Address State	OKLAHOMA
Physical Address Zip	74855
Name Of Contact	FRANK TEST

Select Company Record

This sub-section will produce a list of all the applications submitted to the OE. The user must always select a company record because this record will be associated with all other records relating to experience, officers, equipment list, etc. Only one company record can be chosen at one time. If another application is needed to be displayed the user must come and select the company record for that application. Without a company record selected no other records in any other section can be seen or worked with. When this option is chosen the following screen will be displayed:

User can select only one company record by clicking on the radio button for that record and then clicking on the select button. Once the record has been selected, the other records associated with the company record can be displayed. Additionally, any record created when the company record is chosen will also be associated with the record.

General Information

This section has 2 sub-sections. An Initialize and Edit Section.

Initialize General Information

This section will be used when entering new information for an application. It will contain information about the **Majority Ownership, Officers and Owners, Other Investors and Other Organizations**. Each subject will have its own page.

Majority Ownership

When the applicable information is completed. User will click on the Next button to display the Officers and Owners page. Note, not all fields are shown on the pictures below.

Officers and Owners

This page will include Officers Names and Titles of those having signature authority for the organization. Individuals will be added by clicking on the Add Officer button located on the right side of the page.

Clicking this button will present the following page:

Enter the information. The textbox labeled "Title" has quick links that can be clicked. These are words that when clicked on will present themselves in the title textbox. However, the user is able to type in any title. The Effective Date is when the person began working for the organization. The End Date is when the person was no longer employed by the organization. When the information has been populated in the textboxes, click on the create button to save the information. Once the button has been clicked the user will come back to the original Officers and Owners page. The list of personnel will be displayed. To edit a particular person, click on the paper and pencil icon.

When all personnel have been entered click on the Next button to arrive at the Other Investors page.

Other Investors

The users will enter other investor's names or those people having a financial interest in the organization. This page will work the same as the Officers and Owners page. However, if there are no other investors, click on the Next button.

Other Organizations

User will enter all company principals, officers, partners or other organizations owning any part of the applicant's organization. Additional Investors can be added using the Additional Investors button and other firms that have an interest in the organization will be listed by answering the question.

Once the information has been entered, click on the Finish button.

This will display the Edit General Information.

Edit General Information

This will allow the user to edit any information in the General Information Section, by clicking on the paper and pencil icon. It will follow the same wizard that was used to input the information. In order to save any information in this sub-section, the user must click the Next button to proceed to the next page. Only until the finish button appears and the user clicks on it will it save the edited information.

Edit General Information

Company Information

Security System Company Name: ICFI

Edit	Majority Owner Name	Phone Number	FAX Number	Mailing Address	Mail City	Mail State	Mail Zip Code	Physical Address	Physical City	Physical State	Physical Zip Code	Name Of Contact	Email Address	Percent Company Owned
	John Smith	4053334444	-	123 Main Street	Oklahoma City	OK	73123	123 Main Street	Oklahoma City	OK	73123	Henry Smith	hsmith@email.com	50

If no extra information is needed or if there is no editing of the data the user can proceed to the next section.

Class Work Desired

Clicking on Class Work Desired will present 3 new sub-sections. These are the areas of work the organization can apply for. The wizard will guide the user from one sub-section to the next. User must click on the Finish button in order to save all the data from these sub-sections.

Grading & Drainage

DESIRED CLASS OF WORK FOR PREQUALIFICATION

(Indicate all Classes of Work on which you desire to be prequalified)

A. Grading

- [x] Grading and General Earthwork-Roadway excavation and embankment
- [ ] Erosion Control - Seeding, sodding, topsoil, planting, fertilizing, mulching, etc.
- [ ] R/W Clearance - Demolishing buildings, structures, foundations, or other obstructions in order to clear the R/W.
- [x] Fencing - Standard highway fencing, (SWF, woven wire, chain link, etc.); noise barrier fences; delineations

B. Drainage Structures

- [x] RCB's - Roadway or Bridge sized reinforced concrete box, drainage structures.
- [x] Drainage Pipes - Trenching & bedding all types of pipe, arch, or other precast drainage structures.
- [ ] Sanitary Sewer - Extending or constructing all types of sanitary sewer facilities.
- [ ] Water Lines - Water lines, taps, and fittings; miscellaneous underground utility relocations.

Paving & Bridge

< | Cancel | Grading & Drainage | Paving & Bridge | Traffic Control & Other | Next >

DESIRED CLASS OF WORK FOR PREQUALIFICATION

(Indicate all Classes of Work on which you desire to be prequalified)

Paving

- [ ] Asphalt - Hot bituminous pavement production and/or replacement.
- [x] PC Concrete - Portland cement concrete pavement production and placement.
- [ ] Pavement & Bridge Deck Repair - Pavement or Bridge Deck repair and related work.
- [ ] Cold-milling or Diamond Grinding - Cold-milling surface removal or any pavement or bridge deck grinding.

Bridge

- [ ] Construction - Constructing all or part of any span bridge structures, including foundation, sub or superstructure.
- [x] Rehabilitation/Joints/Redecking - Rehab of bridge joints or redecking of span bridge structures and related work.
- [ ] Bridge Painting - Blasting and/or painting of part or all of span bridge structures.
- [ ] Bridge Waterproofing/Sealing - Concrete sealant application of all types.

Traffic Control & Other

The user will be able to specify which type of work they would like to do in the other section. There are a possible 5 other descriptions.

Financial Statement Guidance

Guidance for Initial and Renewal Applicants.

Initial Applicants

Requirements for an initial Financial Statement:

- Year End Audited Financial Statement by a Certified Public Accountant. The audit must express an opinion with initial application. (Audit must be received by ODOT within 180 days of the year end date.)

- The applicant's fiscal year end audited financial statement shall not be dated more than 180 days prior to the date of receipt by the Department of the Prequalification application.
- Company must be on file and in good standing with the Oklahoma Secretary of State. You may contact the Secretary of State at (405)522-4563 or www.sos.ok.gov for information on how to register with their agency.

A PDF attachment can be added by clicking on the Attach Initial Fin Stmt button.

To attach the PDF file, click on the Choose File Button and navigate to where the document is stored.

This will provide a pop-up window to navigate to your document. Select your document and then click open.
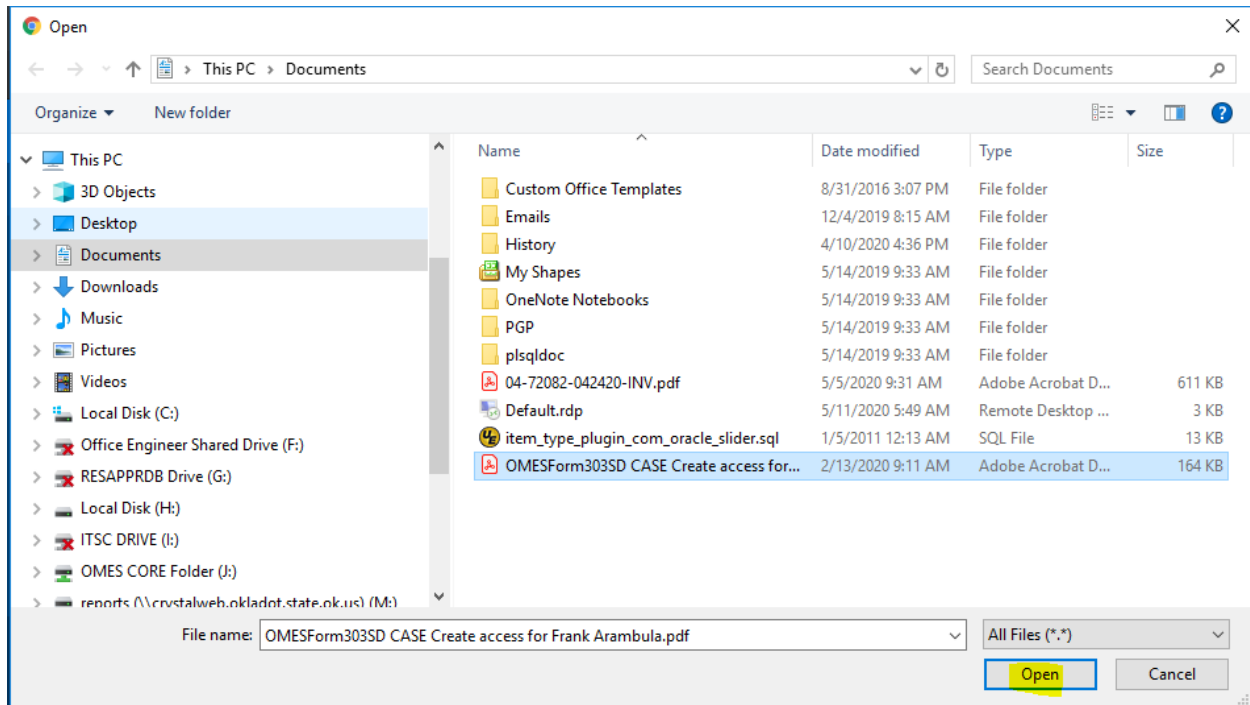
Next, provide a description and then click on Upload Attachment.

Renewal Applicants

Requirements for Renewal Financial Statements:

- Year End Audited Financial Statement by a Certified Public Accountant.
- Contractor Prequalification will not be renewed and prequalification status will cease if year end audit or review is over 180 days old. The renewal applicant's fiscal year end audited financial

statement or review, shall not be dated more than 180 days prior to the date of receipt by the Department of the Prequalification application.

- Audited financial statements will be presented in accordance with Generally Accepted Accounting Principles (GAAP). ODOT will utilize this financial information to determine the contractor's current working capital, i.e., current assets less current liabilities. This calculation provides ODOT with an expected value of the liquid assets that are available to the contractor for working capital to complete the awarded project(s). While ODOT requires a listing of production equipment, asset items such as equipment, land, and buildings cannot be readily liquidated so as to provide the contractor with quick and available working capital. As such they will not be counted towards short term assets. This listing of production equipment is utilized by ODOT to provide a partial picture of the contractor's ability to satisfactorily perform the awarded contract in an efficient and safe manner.

A PDF attachment can be added by clicking on the Attach Renewal Fin Stmt button.

The process to upload a PDF document is the same as the initialize Financial Statement. After a financial statement has been uploaded, user will need to click on the Finish button.

Equipment List

| 5. Financial Stmt Guidance ⌄ |
| 6. Equipment List |
| 7. Integrity & Ethics ⌄ |

The users will have the ability to upload a PDF document that contains a list of equipment the organization has or they can enter individual equipment or they can do both.

To upload a PDF document, the user can click on the Create Attachment button, which will display the following screen:

The user will click on the choose file button that will produce a pop up window that can be used to select the equipment list document. The description will need to be populated and then clicking on the upload attachment button to upload the document.

Clicking on the Create Equipment List button will display fields that the user can enter. After entering the fields then the user will click on the create button to save the information.

Add/Edit Equipment List

Equipment Desc

Equipment Age(months)

Equipment Purchase Date

Equipment Present Location

Equipment Lease Company, If Leased

Cancel   Create

Integrity & Ethics

7. Integrity & Ethics

    Suspensions

    Prequal & Removal

    Bankruptcy & SV Sys

8. Experience   The Integrity & Ethics section has 3 sub-sections.

Suspensions

All questions for suspensions must be answered, along with the textbox populated. Once the information is collected the user can click on the next button.

Cancel   Suspensions   PreQual & Removal   Bankruptcy & Status Ver Sys   Next

Suspensions

That, except as noted below, or any person (Prospective Participant) associated therewith in the capacity of owner, partner, director, officer,

principle investigator, project director, manager, auditor or accountant, project superintendent, or any person in a position involving the administration of project funds:

A. Is currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal or state agency?   Yes   No   If yes, please explain.

B. Has been suspended, devarred, voluntary excluded or determined ineligible by any federal or state agency within the past 3 years?   Yes   No   If yes, please explain.

C. Has a proposed debarment pending?   Yes   No   If yes, please explain.

D. Has been indicted, convicted, or had a civil judgement rendered against any of the aforementioned by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years?
Yes   No   If yes, please explain.

Prequal & Removal

All questions must be answered before moving forward.

Bankruptcy & SV System

Again, all questions must be answered. User can upload any PDF document needed to support the integrity & Ethics sub-section.

Experience

  The Experience section has 3 sub-sections.

Projects

This page contains 2 sections: Projects and ODOT Projects. The user will need to scroll down so see the ODOT Projects. User can have a PDF document that can be attached to the application or the user can add individual projects to the page. The procedure to attach the document is the

same as before by clicking on the Create Attachment button. The same is true of adding individual projects.

Other Project & Managers

This page also contains 2 sections. Other projects the organization has been involved in and Key Managers Experience. This is a long page, the user may need to scroll down. A PDF or individual items will need to be entered for the other projects and Key Managers Experience. Adding either the PDF or the individual items for each section will be required.

Current PreQualifications

Here the user will list other pre-qualifications in other states. This can be done by uploading a PDF document or by listing individual project list experiences. After entering all the information the user can click the Finish button.

Performance

  This Section contains 2 sub-sections: Contacts & Litigation.

Contracts

In this sub-section all questions need to answered. Upon completion, the user will click the next button.

Litigation

This sub-section contains 2 questions, both require an answer. It also contains the following note:

Contractor's Performance will be evaluated upon completion of project administered by ODOT. Performance ratings will be based upon completion of project in accordance with the Standard Specifications and all contract provisions, state and federal statutes, and within the time frame

specified in the contract. Failure of the contractor to perform satisfactorily, as defined in OAC 730:25-3-5(b)(1), may result in the following progressive disciplinary actions effecting the contractor's prequalification's:

A. Suspension of prequalification for 12 months.

B. Suspension of prequalification for up to 60 months.

C. Permanent suspension and/or debarment for repeated violations.

Enforcement of these actions will be in accordance with OAC 730:25-35(b).

Upon completion of the questions, the user can click on the Finish button.

Prequalification Certification Statement

This page has 3 individual boxes. The first box titled Instructions, ask the user to print the ODOT Contractor Prequalification Certificate. The user can click on the words ODOT Contractor Prequal Cert. This will produce the Contractor Prequalification Certificate in another tab, where the user will be able to print the document. Once the document is printed, please complete the document and scan it. The document will need to be uploaded using the Attach Cert Letter button found in the second box. Upon completion of the scan the document will need to be attached to the application. The Contractor Prequalification Certification will look like the following:

OKLAHOMA DEPARTMENT OF TRANSPORATION
CONTRACTOR PREQUALIFICATION CERTIFICATION

Name of Organization _____

I, _____ certify the answers to the forgoing questions and all statements therein contained are true and correct. I further understand that any false, deceptive, or fraudulent statements made in this application are cause for disqualification as a bidder by the Oklahoma Department of Transportation. I further attest that I have read and understand the Oklahoma Administrative Code 730:25.

Signature_____ Date _____

This certification may be executed in counterparts, including by means of facsimile or electronic signature page, any of which needs not contain the signature of more than one party, and each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

The last section will display what is currently missing with the application. When the missing information is completed the submit my application button will appear.

Instructions

Please print the form.
ODOT Contractor PreQual Cert

Fill out the form and Scan the form for upload to your application.

Q ∨		Go	Actions ∨		Attach Cert Letter

What is missing to submit application

No ODOT Project Experience found.
No ODOT Contractor Prequalification certificate found.

The Prequal Cert Statement will look like the following when there is no missing information, the contractor prequalification certification has been uploaded and the submit application button appears.

Instructions

Please print the form.

ODOT Contractor PreQual Cert

Fill out the form and Scan the form for upload to your application.

Edit	FileName	Last Update	FileType	Attachment	Created Date
🔍	OMESForm303SD CASE Create access for Frank Arambula.pdf	12-MAY-2020	application/pdf	Download	12-MAY-2020

1 - 1

What is missing to submit application

No Errors

Submit Application

If there are any questions regarding the flow of the system please email Frank Arambula at frank.arambula@omes.ok.gov.

If there are any questions regarding what type of information is required in the application please contact Andy Penney at apenney@odot.org.