



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

July 21, 2009

To Contractors and Consultants:

Subject: Online Prequalification System

Thank you for using the Department's Online Prequalification System. The online system will allow any firm wishing to perform work as a prime contractor, subcontractor, or private consulting firm on Department projects to apply, renew, requalify, or change information. You can find the Online Prequalification System at the following website:

<https://apps03.dot.state.nc.us/vendor/prequal>

Once you get to the website, the first step will be to register with NCID (North Carolina Identity Management Service) in order to access the system. From the webpage, click on "First Time NCID User." Once you have completed the registration and submitted your request, the second step will be to have your NCID User ID authorized so that your firm may access the Prequalification System. In order to complete this second step, the information at the top of the following page will need to be sent to our office. Upon satisfactory receipt of your information, we will authorize your firm to use the Prequalification System. Once your NCID User ID has been authorized, you will need to go back to the above website. (Please note that, for some reason, the NCID login screen does not bookmark well, so you may have to click on the link provided here or on our website. If that fails, you may have to manually enter the address.) Log in and click the "Continue" button. This will take you into the application itself. If you do not see the "Continue" button beneath the box with your name in it, please try entering the above link manually, and log in again. If you still experience problems, please contact one of the people listed on the following page.

Once you are in the application, you should see your federal tax identification number displayed. Click the "Look Up" button to search for your firm's name. At the next screen, click on your firm's name and proceed through the application. If your name is listed several times, click on the first one that bears the address that you are prequalifying. (If you receive an error message, click "Okay." Then click on the text "Create New Location.") Select the type(s) of application you wish to complete, click the "Next" button, and then complete the information on the screens that follow. Please note that the terms Bidder (Prime Contractor) and Subcontractor are referring to firms that only perform highway construction and not consulting. The category Private Consultant refers to both Prime and Sub Consultants. For now, POC (Purchase Order Contract) Prime Contractors should use the Subcontractor category and notify our office that they are applying to perform as a POC Prime. Also note that some downloadable forms online are not working properly such as the Application Cover Sheet (affidavit). Please call for assistance.

Instructions for authorization of your NCID User ID for the Online Prequalification System:

Before using this system, you will need to obtain authorization from NCDOT. Please submit the following information to NCDOT on your company's letterhead:

- NCID User ID
- Your Name (that was registered with NCID)
- Contact Phone Number
- Contact Email
- Company Name
- Federal Tax ID for the company applying
- Name, title, and signature of an officer of the firm

Mail the request to:

NCDOT
Contractual Services Unit
Prequalification Section

Mailing Address:

1509 Mail Service Center
Raleigh, NC 27699-1509

Overnight and Physical Address:

1 S. Wilmington St.
Raleigh, NC 27601

You may also fax your request to: (919) 733-3584

If you have any questions, please call our staff listed below:

Mr. Greg Keel, PE (engineer)	(919) 733-5616 ext. 309
Mr. Mickey Biedell, PE (engineer)	(919) 733-5616 ext. 313
Ms. Kalliopi Sgouros (engineer)	(919) 733-5616 ext. 310
Ms. Linda Broadwell (assistant)	(919) 733-5616 ext. 304
Ms. Phyllis Scudder (assistant)	(919) 733-5616 ext. 354

Receptionist (919) 733-7174

Paper Applications

For paper applications, please see the following page.

Paper Applications

If you are unable to use the Online Prequalification System and require a paper application to submit, you may download one from the following sites, or you may call us and have a copy sent to you. Our contact information is listed near the bottom of the previous page.

Prime Contractors (Prequalified Bidders) – for the Central Let

www.ncdot.gov/business/ocs/prime

POC (Purchase Order Contract) Prime Contractors – for Division Let

http://www.ncdot.org/business/howtogetstarted/primecontractor/primecontractor_poc

Subcontractors

www.ncdot.gov/business/ocs/sub

Private Consultants

www.ncdot.gov/business/ocs/pef

If you have any questions, or if you are having problems using our system, please call our staff listed on the previous page.

