

**MAINE DEPARTMENT OF TRANSPORTATION
PREQUALIFICATION APPLICATION CHECKLIST:**

To be considered complete and ready for review by the Prequalification Review Committee, your application packet needs to include the following:

- 1. A completed copy of the Application Form (Pages 1-11).**
 - Be sure to clearly indicate on the Cover Page if you are seeking prequalification for the next prequalification year, or simply for one specific project.**
 - Be sure to indicate on Page 2 the type(s) of project for which prequalification is being requested.**

- 2. The EEO/Civil Rights Supplemental Questionnaire (Pages 1-2)**

- 3. The Safety Supplemental Questionnaire (Pages 1-4)**

- 4. A statement from your bonding company, on their letterhead, indicating your bonding capacity for an individual project and in the aggregate for all projects.**

- 5. A copy of your worker's compensation Experience Rating Modifier either on your carrier's letterhead or the standard NCCI reporting form.**

- 6. An electronic copy (diskette, CD or e-mail attachment), preferably in Word format, of your current Safety Plan.**

Questions regarding any of the above items, or about our prequalification process in general, may be referred to Norma Gilman, Prequalification Coordinator, at 207-624-3495, by fax to her attention at 624-3431, or by e-mail norma.gilman@maine.gov