



OKLAHOMA

Transportation

**System for Construction
Pre-Qualification
(CPQ)**

User Guide

May 14, 2021

Purpose:

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

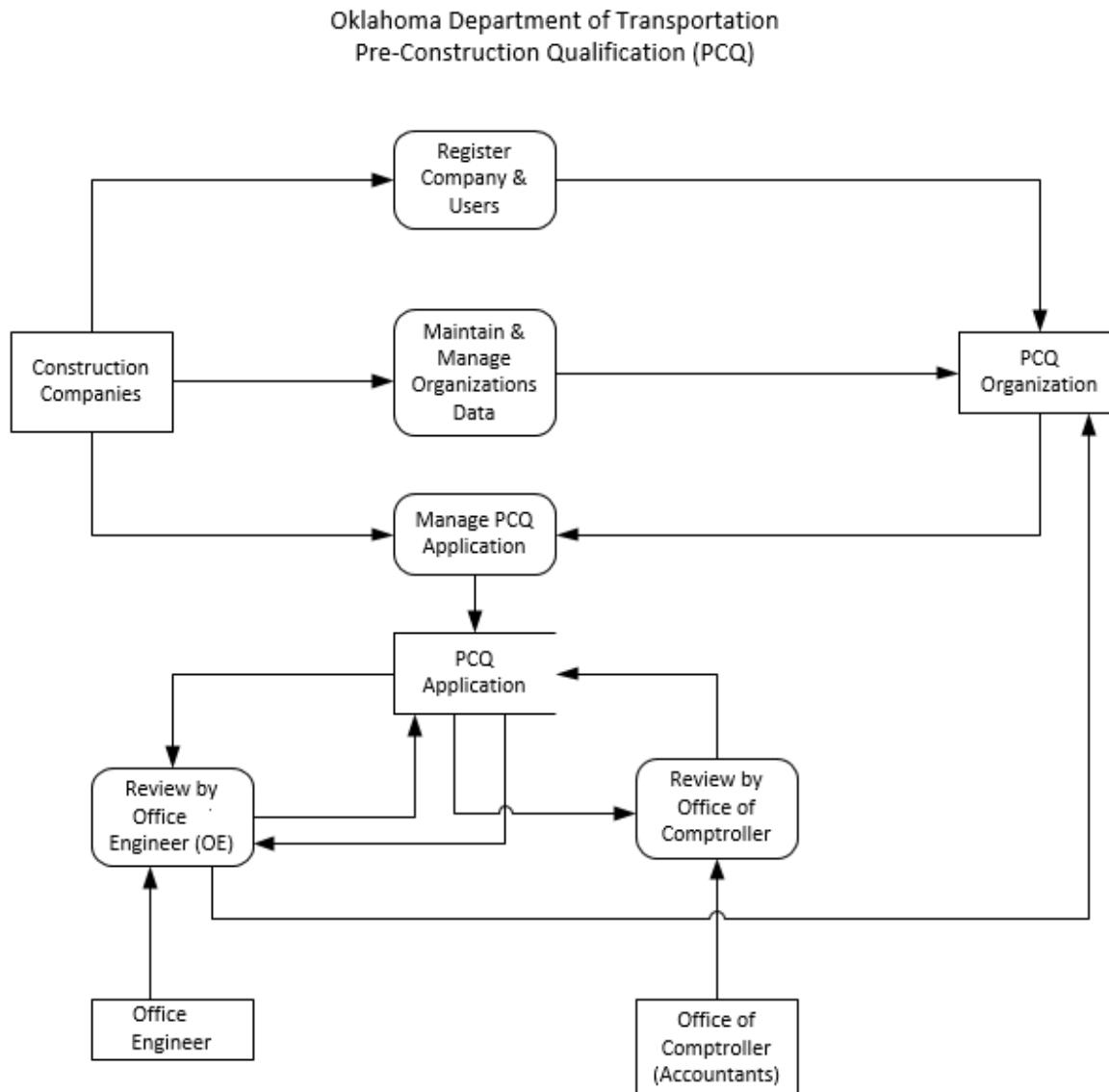
Overview:

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 cannot complete more than one application per day. 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's analysis they will send the application back to the OE. The OE will review the application and send the results to the applicant.

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System Processing and flow of data through the process



The System Flow Diagram shows how data will flow through the system. Organizations will need to register with the CPQ 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 CPQ System. At this point users will be registered with their organization; however, they will need an employee (referred to as the Primary Account Manager) from their company to authorize them to do work on behalf of the organization.

Once, this information is stored the 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 Construction Pre-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 CPQ 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 CPQ – Creating a UserID and Log in to CPQ

Connect to the ODOT web site at <http://odot.ok.gov> and look for the Business Center menu item. Click on the Business Center link.

OKLAHOMA
Transportation

Search

Travel Citizen Progress & Performance **Business Center** Program & Projects About

Spinning into spring with bicycle, pedestrian safety

[Road Conditions Resource Center](#)

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This will bring up the following page. Click on the link Contractor Prequalification.

CPQ – User Guide

Travel Citizen Progress & Performance Business Center Program & Projects About

Transportation Department > Business Center

BUSINESS CENTER

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- [CADD](#)

Once on the Contractor Prequalification page click on the Contractor's Prequalification Application.



Travel Citizen Progress & Performance Business Center Program & Projects About

Current Traffic Conditions

Public Transportation Services

Traveler's Information

Engineering Division > Contractor Prequalification

ation

How to get qualified

Click the Contractor Prequalification Application portal link below.

- [Contractor's Prequalification Application](#)
- [Instructions and Training Manual](#)
- [Oklahoma Secretary of State Administrative Code](#) Title 730:25
- [Non-prequalified Contractor Application](#)

This will bring you to the login page for CPQ. 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. As seen on the illustration below.

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.

Get started with the

[==> Training and User Guide <==](#)

Create UserID

[CREATE NEW USERID](#)

If you want to be able to submit applications, you must register with the system i



Construction Projects

username

password

Log In

CPQ – User Guide

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. 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)

When the information is submitted to the DB, the system will send the user a temporary password which can be used to enter the CPQ 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

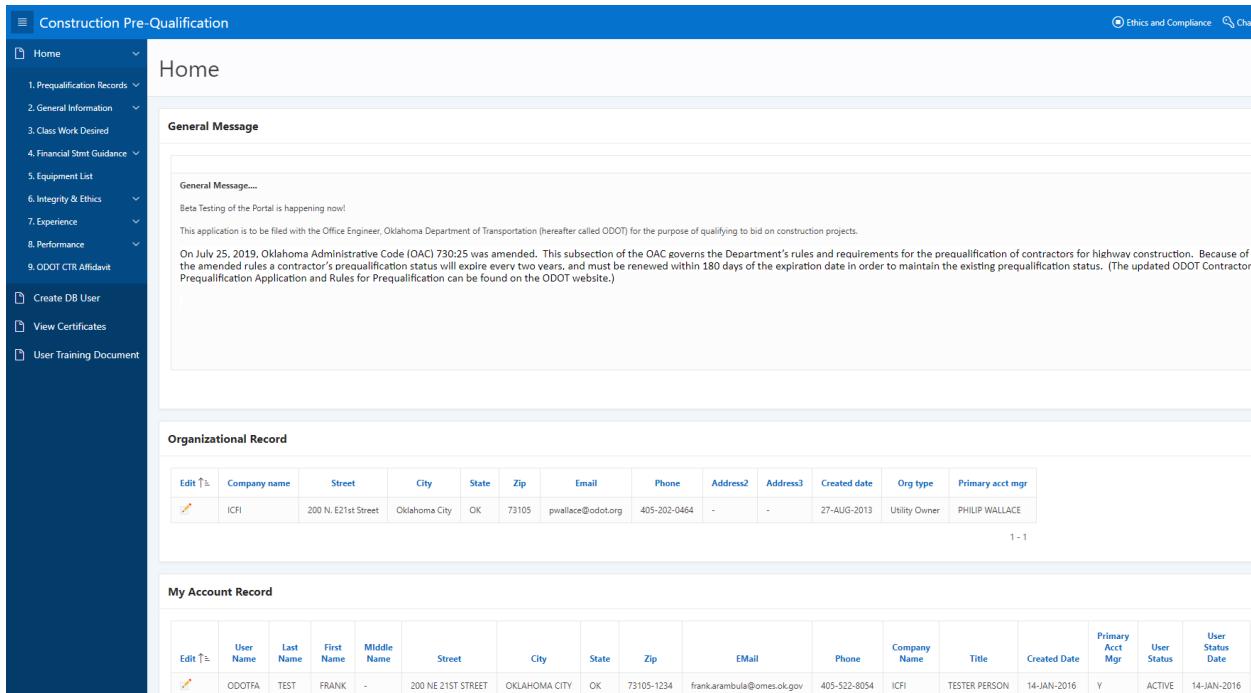
Log In

Trouble Logging In?

[Forgot My Password](#)

[Forgot My Username](#)

CPQ's Home Page



The screenshot shows the CPQ Home Page with a sidebar on the left containing navigation links such as Home, Prequalification Records, General Information, Class Work Desired, Financial Stmt Guidance, Equipment List, Integrity & Ethics, Experience, Performance, and ODOT CTR Affidavit. The main content area is divided into sections:

- General Message:** Displays a message about beta testing and OAC 730:25 amendments.
- Organizational Record:** A table showing company information for ICFI:

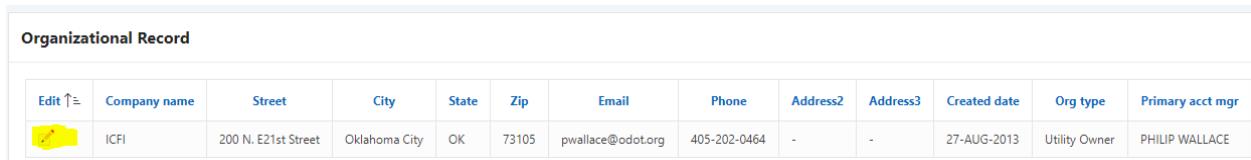
Edit	Company name	Street	City	State	Zip	Email	Phone	Address2	Address3	Created date	Org type	Primary acct mgr
	ICFI	200 N. E21st Street	Oklahoma City	OK	73105	pwallace@odot.org	405-202-0464	-	-	27-AUG-2013	Utility Owner	PHILIP WALLACE
- My Account Record:** A table showing account information for ODOTFA:

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	frankarambula@omes.ok.gov	405-522-8054	ICFI	TESTER PERSON	14-JAN-2016	Y	ACTIVE	14-JAN-2016

General Message

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

Organizational Record



The screenshot shows the Organizational Record table for ICFI, which is identical to the one in the Home Page screenshot.

Edit	Company name	Street	City	State	Zip	Email	Phone	Address2	Address3	Created date	Org type	Primary acct mgr
	ICFI	200 N. E21st Street	Oklahoma City	OK	73105	pwallace@odot.org	405-202-0464	-	-	27-AUG-2013	Utility Owner	PHILIP WALLACE

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.

CPQ – User Guide

Home \ Organizational Record Edit

Organizational Record Edit

Company Name	ICFI	
Street	11601 Kings Rd	
City	Meeker	
State	OK	
Zip	74855	
Email	PWALLACE@ODOT.ORG	
Phone	4055221082	Format 9999999999
Address2		
Address3		
Created Date	27-AUG-2013	
FEI	442587916	
Organization Type	Utility Owner	
<input type="button" value="Cancel"/>	<input type="button" value="Apply Changes"/>	

Users that are **AUTHORIZED** to work on Pre-Construction for their Organization

Edit ↑↓	User Name	Last Name	First Name	Street	City	State	Zip	EMail	Phone	Company Name	Title	Primary Acct Mgr	User Status	Created Date
	PHILIP	WALLACE	PHILIP	4712 E 109	MEEKER	OK	74855	PWALLACE@ODOT.ORG	405-522-1082	ICFI	-	Y	ACTIVE	27-AUG-2013

Users registered by **NOT AUTHORIZED** to work on behalf of the organization

Edit ↑↓	User Name	Last Name	First Name	CompanyName	Street	City	State	Zip	EMail	Phone	Prim Acct Mgr	Created Date	User Status	Title	Company Name
	153549	SURESH	SUE	ICFI	200 NE 21ST STREET	OKLAHOMA CITY	OK	73105	sue.suresh@omes.ok.gov	405-522-1334	N	18-MAY-2015	INACTIVE	ADMIN	ICFI

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. They will be able to create/view CPQ Applications.

The final portion of the page shows employees registered and NOT AUTHORIZED to do business on behalf of the company. They will not be able to create/view CPQ Applications.

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 <input type="button" value="▼"/>
Authorized to Conduct business for Organization	ICFI <input type="button" value="▼"/>
User Status	ACTIVE <input type="button" value="Active, Inactive"/>
Created Date	27-AUG-2013

CPQ – User Guide

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	
	<small>Active, Inactive</small>	

[Cancel](#)

[Apply Changes](#)

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

CPQ Systems Menu

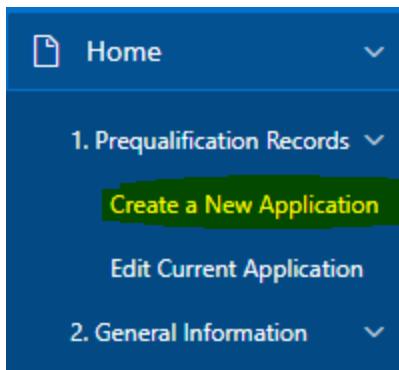
The main menu is divided into several sections. Clicking on the down arrow will display sub-sections. These sub-sections are designed to automatically flow from page to page. Each page will inquire about a certain subject. When the information has been gathered on that subject, clicking the next button will display the next page. The user must proceed through all pages and save the information at the end by clicking on the SAVE DATA button. 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.



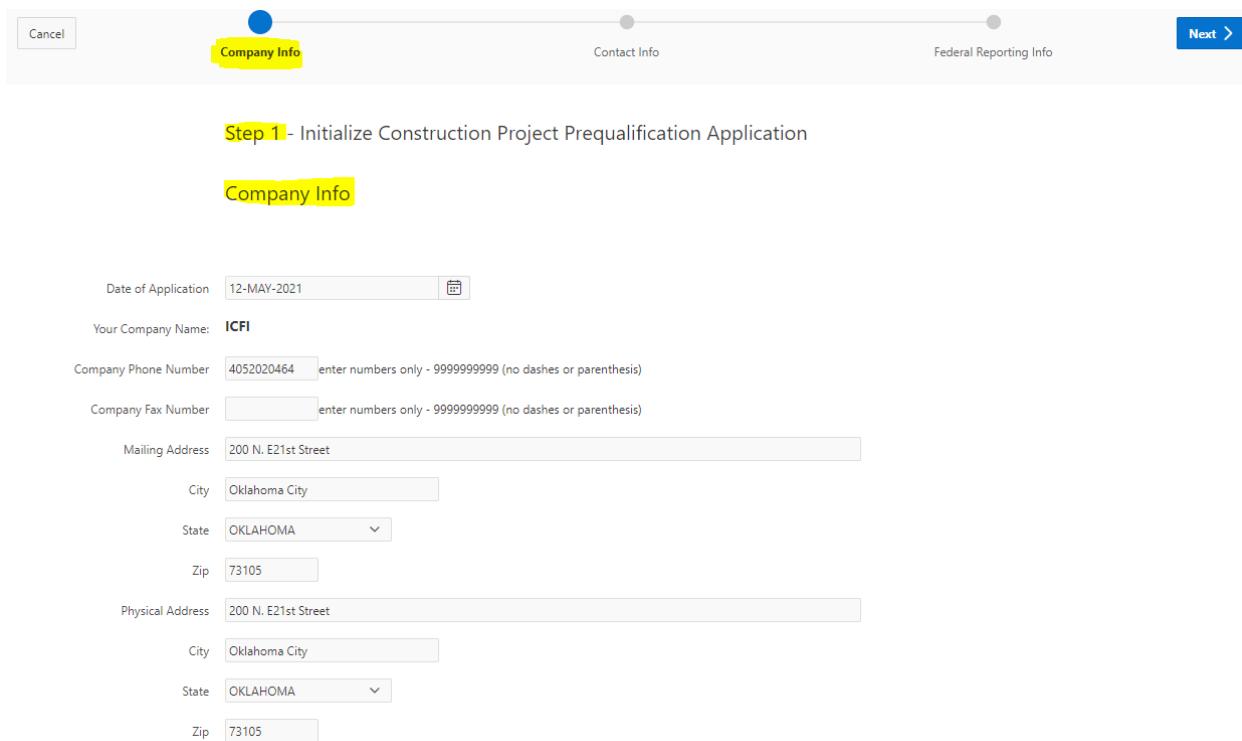
Prequalification Records

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.



Create a New Application

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 CPQ 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 when necessary. There is also a cancel button that will cancel this step.

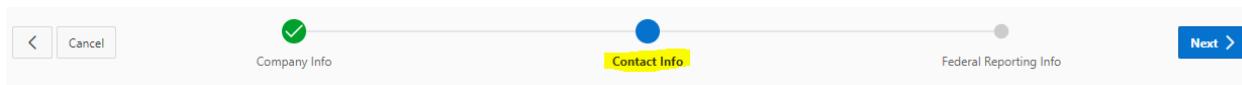
A screenshot of a 'Step 1 - Initialize Construction Project Prequalification Application' form. The 'Company Info' tab is selected and highlighted with a yellow box. The form contains the following fields:

- Date of Application: 12-MAY-2021
- Your Company Name: ICFI
- Company Phone Number: 4052020464 (enter numbers only - 9999999999 (no dashes or parenthesis))
- Company Fax Number: (enter numbers only - 9999999999 (no dashes or parenthesis))
- Mailing Address: 200 N. E21st Street
- City: Oklahoma City
- State: OKLAHOMA
- Zip: 73105
- Physical Address: 200 N. E21st Street
- City: Oklahoma City
- State: OKLAHOMA
- Zip: 73105

A 'Next >' button is located at the top right of the form.

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:

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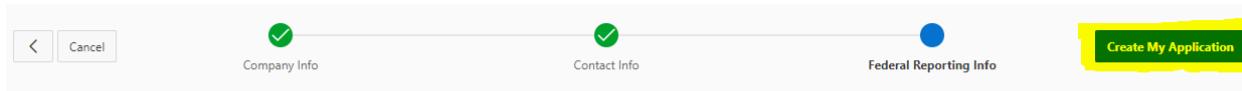


Step 1 - Initialize Construction Project Prequalification Application

Contact Info

Primary Contact Name	FRANK TEST	
Primary Contact Phone Number	4052020464	Enter as all numeric: 999999999 without dashes or parenthesis
Primary Contact Email Address	pwallace@odot.org	

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.



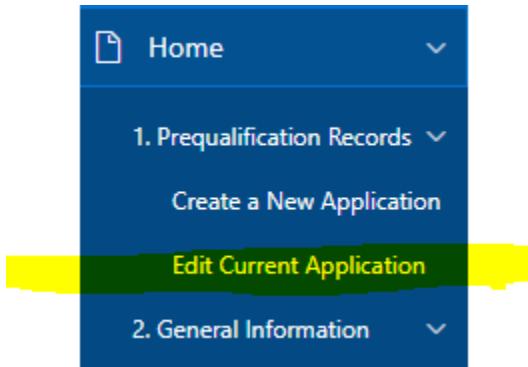
Step 1 - Initialize Construction Project Prequalification Application

Company Info - FEI & SOS Filing Number

* Federal ID Number	<input type="text"/> Do NOT enter dashes.
DUNS Number	<input type="text"/>
Number of Employees (at peak)	<input type="text"/>
State of Incorporation	- Select One -
* SOS Filing Number (Proof of Register)	<input type="text"/>

User will complete the information and click on the Create My Application button. After, clicking on this button, the system will take the user to the next section, General Information. The General Information section has 4 sub-sections: Ownership, Officer & Owners, Investors and Organizations. This is step 2 in the CPQ process.

Editing an Application



CPQ – User Guide

To edit an application, click on the Edit Current Application sub link under Step 1 – Prequalification Records. The following page will be displayed.

The screenshot shows a web-based application interface for managing prequalification records. At the top, a navigation bar includes 'Home \ List Prequalification Records'. The main content area is divided into two sections:

- Current Pre-Qualification Record that can be Edited:** This section displays a single record in a table format. The record is for a company named 'ICFI' with the following details:

Date Of Statement	Application Status	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	Updated Date	Updated By	App Status Date
11-MAY-2021	Started	200 N. E. 21st Street	Oklahoma City	OK	73105	200 N. E. 21st Street	Oklahoma City	OK	73105	frank arambula	(405)202-0464	frank.arambula@omes.ok.gov	444444444	4500	CA	11-MAY-2021	FRANK TEST	-	-	11-MAY-2021
- Past NonEditable Pre-Qualification Records:** This section displays a single record in a table format, identical to the one above:

Application status	Application company name	Date of statement	Company phone number	Company fax number	Mailing address	Mail city	Mail state	Mail zip	Physical address	Pa city	Pa state	Pa zip	Name of contact	Contact phone	Contact email	Duns number	Fein	Num employees peak	State of incorporation	State sos filing number	s
Approved	ICFI	10-MAY-2021	(405)202-0464	0-	200 N. E21st Street	Oklahoma City	OK	73105	200 N. E21st Street	Oklahoma City	OK	73105	FRANK TEST	(405)209-536	frank.arambula@omes.ok.gov	DUNS-33	333333333	33	FL	SOS-33	I

The page is divided into 2 sections – Current Pre-Qualification Record that can be Edited and Past NonEditable Pre-Qualification Records.

Current Pre-Qualification Record that can be Edited

This section will only display the current application. This record will only appear if the application status is “Started”, “Returned by OE” or “Returned by Comp”. These are the only 3 statuses when the user can edit the record. If there is no record displayed then ODOT is working on the application or the record is not in one of those three statuses. Users cannot change the application when ODOT is working on it. From here, the user will need to click on the pencil icon, which will indicate to the system, this record will be edited.

The screenshot shows a table with the following data:

Date Of Statement	Application Status	Mailing Address	Mail City	Mail State	Mail Zip	Physical Address (PA)	PA City	PA State	PA Zip	Name Of Contact
11-MAY-2021	Started	200 N. E. 21st Street	Oklahoma City	OK	73105	200 N. E. 21st Street	Oklahoma City	OK	73105	frank arambula

Once clicked, the user will be able to edit the application, by showing the following page:

Edit Prequalification Record

Date Of Statement	11-MAY-2021	
Mailing Address	200 N. E. 21st Street	
Mail City	Oklahoma City	
Mail State	OKLAHOMA	
Mail Zip	73105	
Physical Address	200 N. E. 21st Street	
Physical Address City	Oklahoma City	
Physical Address State	OKLAHOMA	
Physical Address Zip	73105	
Name Of Contact	frank arambula	
Contact Phone	4052020464	No DASHES. Format 9999999999.
Phone Number	4052020464	No DASHES. Format 9999999999.
Fax Number	4055555555	No DASHES. Format 9999999999.
Contact Email	frank.arambula@omes.ok.gov	
* FEIN	444444444	No DASHES. Format 999999999.
DUNS	DUNS-44	
Num Employees Peak	4500	
State Of Incorporation	CALIFORNIA	
* SOS Filing Number	SOS-44	

Although not seen here, there will be an APPLY CHANGES button on the lower right side of the page. Once the button is clicked, Step 2 – General Information, Ownership will be displayed and ready for editing. Also, after clicking on the pencil icon the user can click any step that needs to be edited. But, the pencil icon must be clicked.

General Information



Ownership

When the applicable information is completed. User will click on the Next button to display the Officers and Owners page.

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Cancel  Officers and Owners Other Investors Other Organizations **Next >**

Step 2 GENERAL INFORMATION

Enter information for the Ownership

Company Name **ICFI**

Name

Telephone Number enter numbers only - 9999999999 (no dashes or parenthesis)

Fax Number enter numbers only - 9999999999 (no dashes or parenthesis)

Mailing Address

City

State

Zip Code

Physical Address Physical Address same as Mailing Address

City

State

Zip Code

Name of Contact/Owner

EMail of Contact/Owner

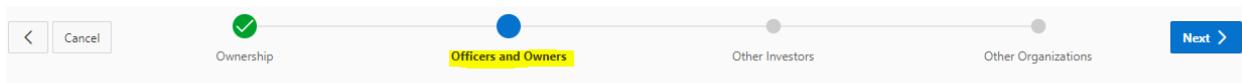
A majority owner, as defined in Title 61 O.S. 2011 Sec. 103.8 is an entity or individual owning more than 50 percent of the company being considered for contract award.

Percent of Ownership

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. If there are no officers with signature authority, then the check box below the label “List of Officers”

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Step 2 GENERAL INFORMATION

Enter the Officer Names and Titles of those having signature authority for the firm or click on the checkbox.

List of Officers

Edit	Officer name	Title	Officer Percentage	Officer status	End date	Created date	Created by	Updated date	Updated by	Effective Date
	Molly Arambula 1	Vice President	25	A	-	11-MAY-2021	ODOTFA	11-MAY-2021	ODOTFA	11-MAY-2021

1 - 1

Clicking the Add Officer button will present the following page:

Add/Edit Officers

Officer Name:

Title: President, Vice President, Secretary, Treasurer, CFO, CEO

Officer Email:

Officer Percentage:

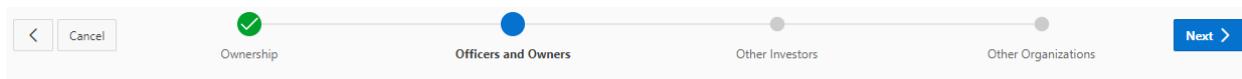
Officer Status:

Effective Date:

End Date:

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 officers email address will be required. The Effective Date is when the person began having authority signature. The End Date is when the person no longer has authority signature. 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.

CPQ – User Guide



Step 2 GENERAL INFORMATION

Enter the Officer Names and Titles of those having signature authority for the firm or click on the checkbox.

List of Officers

There are no officers with signature authority.

<input type="button" value="Q v"/> <input type="button" value="Go"/> <input type="button" value="Actions v"/> <input type="button" value="Add Officer"/>							
Edit	Officer name	Title	Officer Percentage	Officer status	End date	Effective Date	Officer Email
	Molly Arambula 1	Vice President	25	A	-	11-MAY-2021	molly@email.com
	Andy Penney	Secretary	-	A	-	12-MAY-2021	-

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 checkbox. Client the Next button to continue.



Step 2 GENERAL INFORMATION

Enter Other Investor Names or those having financial interest in the firm or click on the checkbox.

List of Investors

There are no investors/firms with financial interest.

<input type="button" value="Q v"/> <input type="button" value="Go"/> <input type="button" value="Actions v"/> <input type="button" value="Add Investor"/>					
Edit	Investor name	Pct ownership	Investor status	Effective date	End date
	Rowdy Arambula	25	A	11-MAY-2021	-

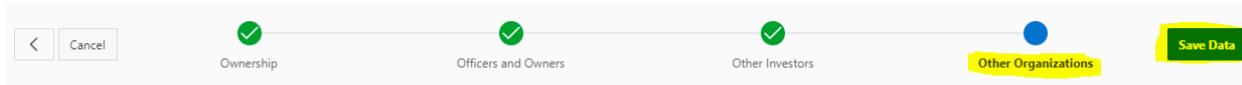
1 - 1

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. If there are no other parties then click the checkbox. Clicking the SAVE DATA button

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will save information from all 3 previous pages. If the SAVE DATA button is not clicked you may lose the data entered on the 3 previous pages.



Step 2 GENERAL INFORMATION

Enter all company principals, officers, partners, or other companies or organizations owning any part of the applicant's firm or click on the checkbox.

List of Officers

There are no other parties owning the applicant's firm.

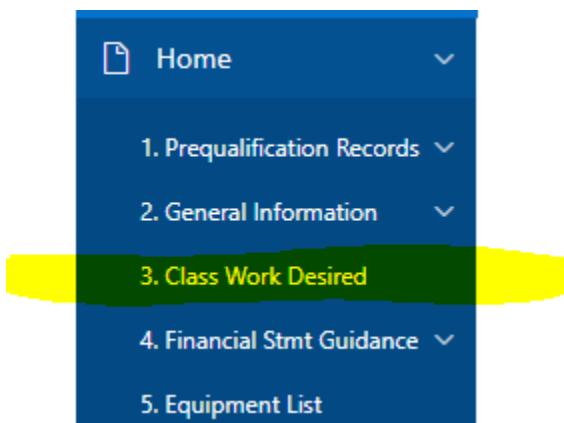
Actions
Q v Go Actions v
Additional Investors

Question

Does any officer, partner, or company principal of Applicant's firm have a financial interest in any or serve as an officer, partner, or owner (in whole or in part) of any other firm prequalified to bid in this state or any other state or federal government list?

No Yes

Once the information has been entered, click on the SAVE DATA button. This will take you to step 3 – Class Work Desired.



Class Work Desired

Clicking on Class Work Desired will present one page with all the working categories. The user will also be able to enter up to 5 different work class descriptions. When all the information has been entered, the user will click on the button at the bottom of the page. The button has the label SAVE WORK CATEGORIES.

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Step 3 - Working Categories

Contractors can check and uncheck work categories they would like to qualify for.

Working Categories

<input checked="" type="checkbox"/> Asphalt Paving	<input checked="" type="checkbox"/> Cable Barrier	<input checked="" type="checkbox"/> Guardrail	<input checked="" type="checkbox"/> Railroad	<input checked="" type="checkbox"/> Traffic Lighting & Signals
<input type="checkbox"/> Bridge Construction (Span > 20 Ft)	<input type="checkbox"/> Drainage (RCB & Culverts)	<input type="checkbox"/> ITS	<input type="checkbox"/> Small Structures (RCD, Curb&Gutter, Drives,Longitudinal Barrier, Sidewalks,etc)	<input type="checkbox"/> Traffic Safety
<input type="checkbox"/> Bridge Painting	<input checked="" type="checkbox"/> Earthwork, Grading and Subgrade	<input type="checkbox"/> Pavement Removal	<input type="checkbox"/> Staking/Survey	<input type="checkbox"/> Traffic Signing & Striping
<input type="checkbox"/> Bridge Rehabilitation and Repair	<input type="checkbox"/> Erosion and Sediment Control	<input type="checkbox"/> PC Concrete Paving	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Trucking
<input type="checkbox"/> Bridge Removal	<input type="checkbox"/> Fencing	<input type="checkbox"/> Planting,Landscaping,Sitescaping	<input type="checkbox"/> Traffic Control (Construction)	<input type="checkbox"/> Utility Installation/Relocation

Other, Please Specify

Work Class 1 Description

Work Class 2 Description

Work Class 3 Description

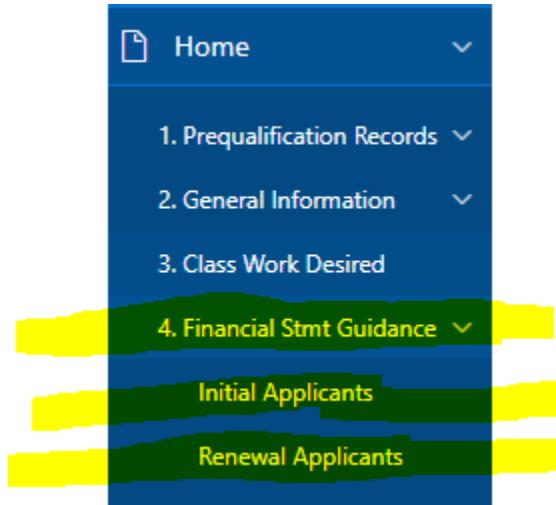
Work Class 4 Description

Work Class 5 Description

Must Click on the Button Below to Save Work Categories

Save Work Categories

At this point, to continue, the user will need to click on the Set 4, Financial Stmt Guidance to continue.



Financial Statement Guidance

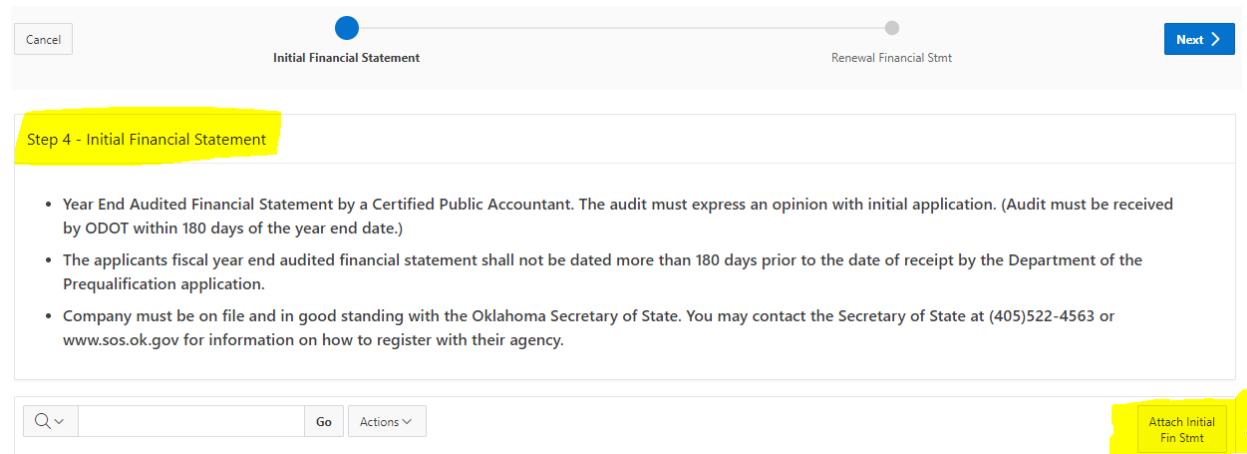
Guidance for Initial and Renewal Applicants. The system will only allow the user to upload either Initial financial Statements or Renewal financial statements. It will not allow for both types of financial statements to be uploaded.

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.



The screenshot shows a user interface for a financial statement submission. At the top, there are buttons for 'Cancel', 'Initial Financial Statement' (which is highlighted with a blue dot), 'Renewal Financial Stmt', and 'Next >'. Below this, a section titled 'Step 4 - Initial Financial Statement' contains a list of requirements. At the bottom of this section, there are buttons for 'Q <' (with a dropdown arrow), 'Go', 'Actions < >', and a yellow-highlighted 'Attach Initial Fin Stmt' button.

- 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 applicants 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.

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

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Choose a file by clicking on the button to navigate to your file.

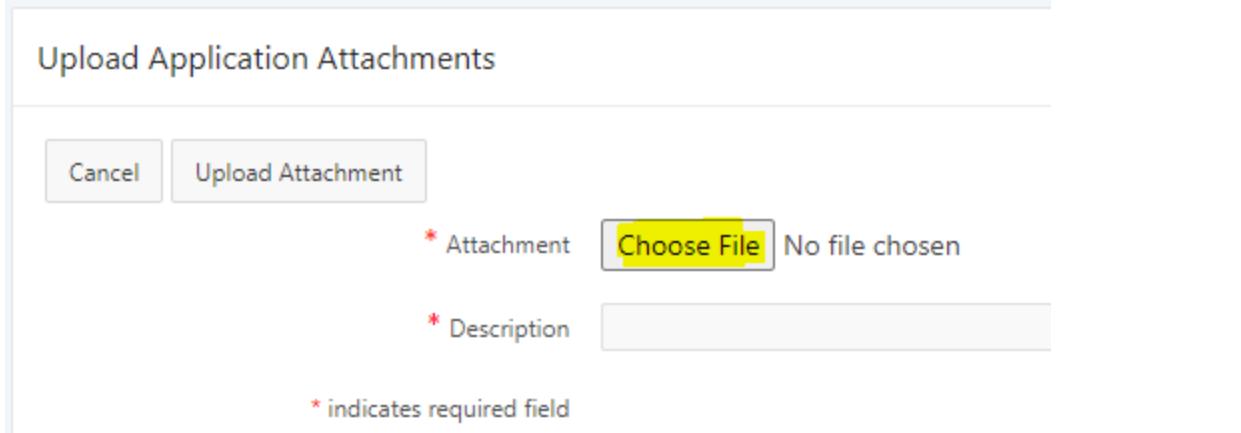
Enter a brief description and then click on Upload Attachment

Upload Application Attachments

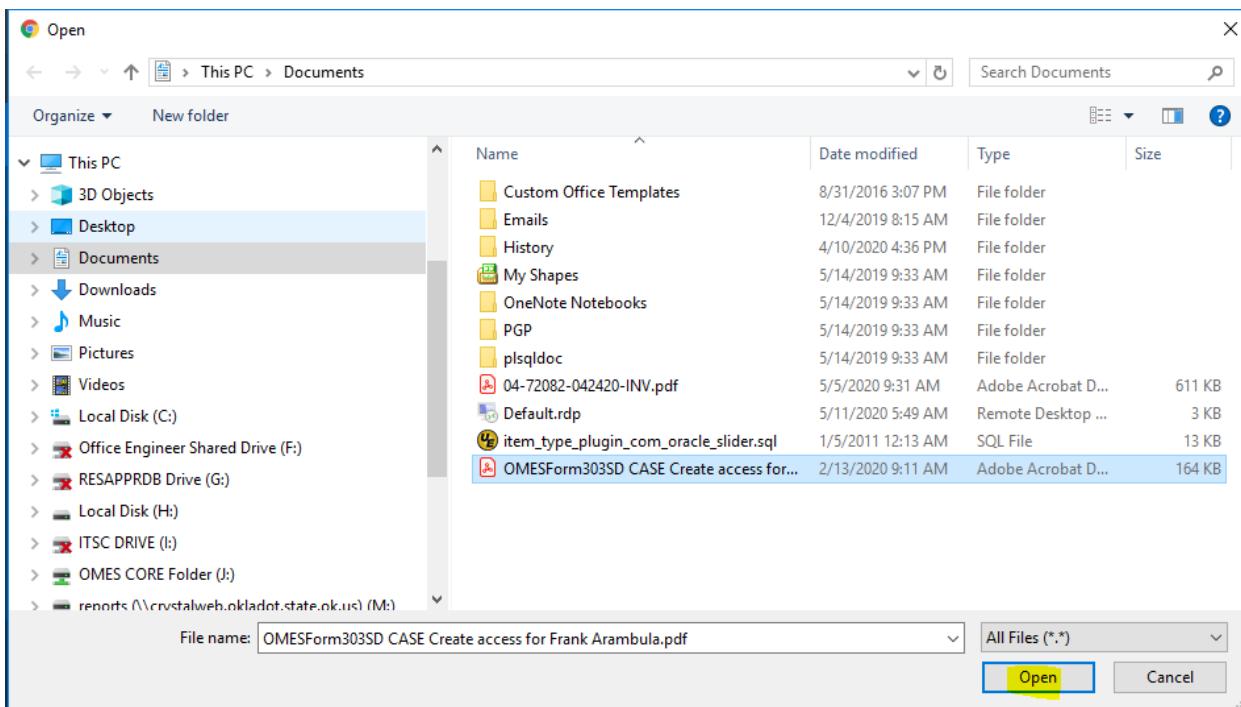
* Attachment No file chosen

* Description

* indicates required field



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.

Choose a file by clicking on the button to navigate to your file.

Enter a brief description and then click on Upload Attachment

Upload Application Attachments

* Attachment OMESForm30...ambula.pdf

* Description

* indicates required field

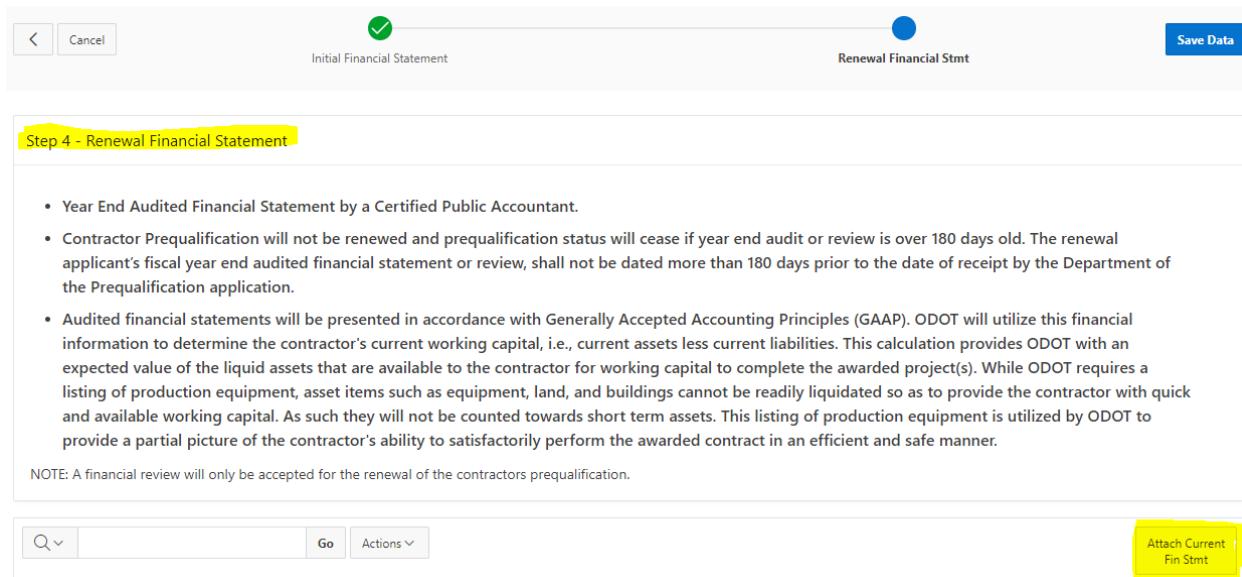
Renewal Applicants

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.

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Initial Financial Statement

Renewal Financial Stmt

Save Data

Step 4 - Renewal Financial Statement

- 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.

NOTE: A financial review will only be accepted for the renewal of the contractors prequalification.

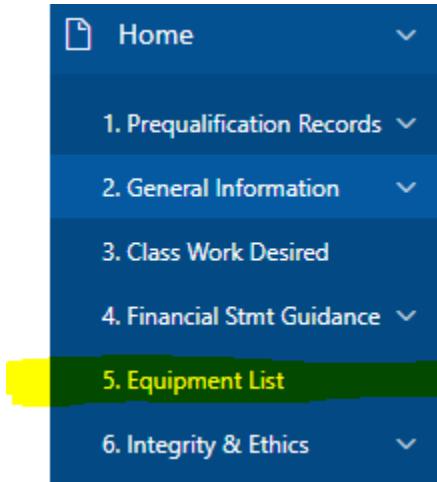
Actions

Attach Current Fin Stmt

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 SAVE DATA button.

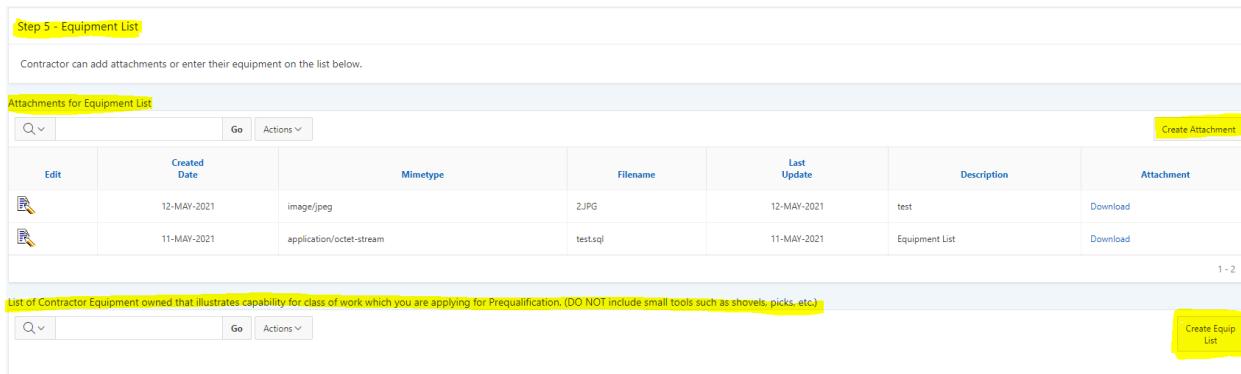
To continue, the user will need to click on Step 5, Equipment List.

Equipment List



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.

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Step 5 - Equipment List

Contractor can add attachments or enter their equipment on the list below.

Attachments for Equipment List

Edit	Created Date	Mimetype	Filename	Last Update	Description	Attachment
	12-MAY-2021	image/jpeg	2.JPG	12-MAY-2021	test	Download
	11-MAY-2021	application/octet-stream	test.sql	11-MAY-2021	Equipment List	Download

1 - 2

List of Contractor Equipment owned that illustrates capability for class of work which you are applying for Prequalification. (DO NOT include small tools such as shovels, picks, etc.)

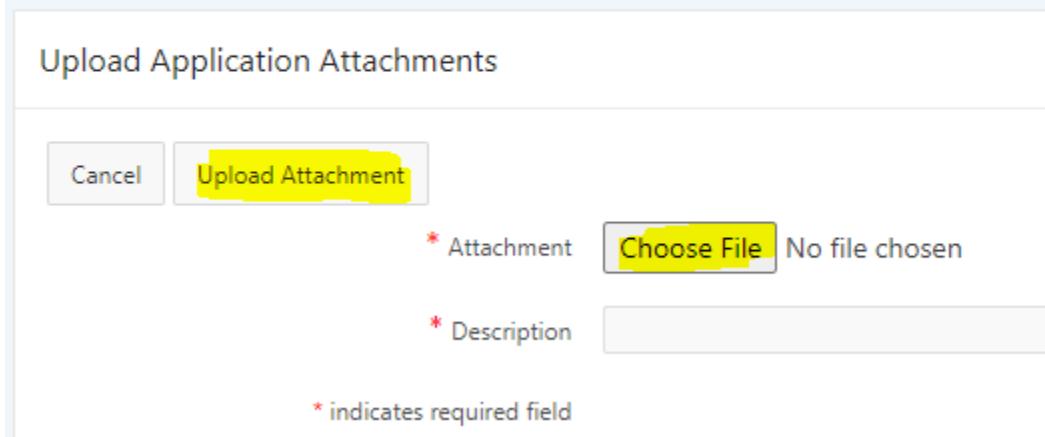
Go Actions ▾

Create Equip List

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

Choose a file by clicking on the button to navigate to your file.

Enter a brief description and then click on Upload Attachment



Upload Application Attachments

Cancel **Upload Attachment**

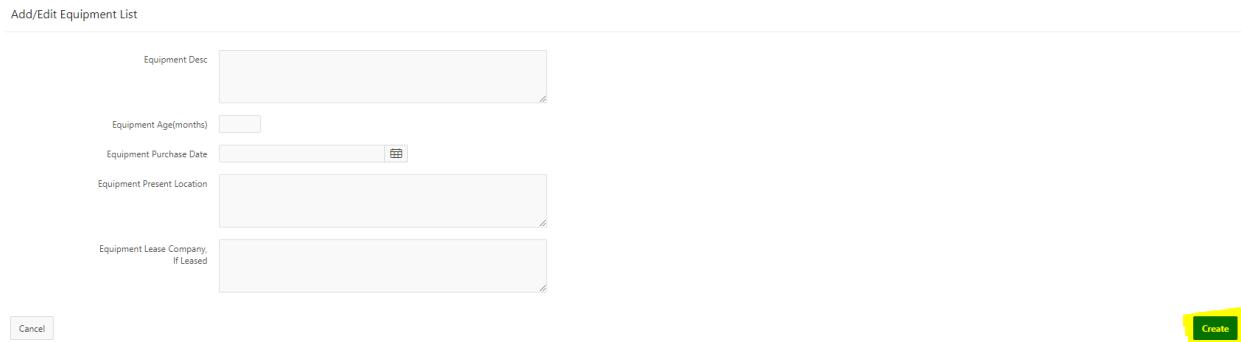
* Attachment Choose File No file chosen

* Description

* indicates required field

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**

After entering the Equipment List, the user will need to click on Step 6 – Integrity & Ethics. This will continue the wizard.

Integrity & Ethics



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.

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Step 6 - Integrity & Ethics
Suspensions

That, except as noted below, [REDACTED] 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?

If yes, please explain.

B. Has been suspended, debarred, voluntary excluded or determined ineligible by any federal or state agency within the past 3 years?

If yes, please explain.

C. Has a proposed debarment pending?

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?

If yes, please explain.

Prequal & Removal

All questions must be answered before moving forward.

Step 6 - Integrity & Ethics
Prequalification & Removal

A. Has your firm ever been denied prequalification from this state or any other state, or in any federal project?

If yes, please explain.

B. Has your firm ever been removed from approved bidders list in this state or any other state, or from the federal government list?

If yes, please explain.

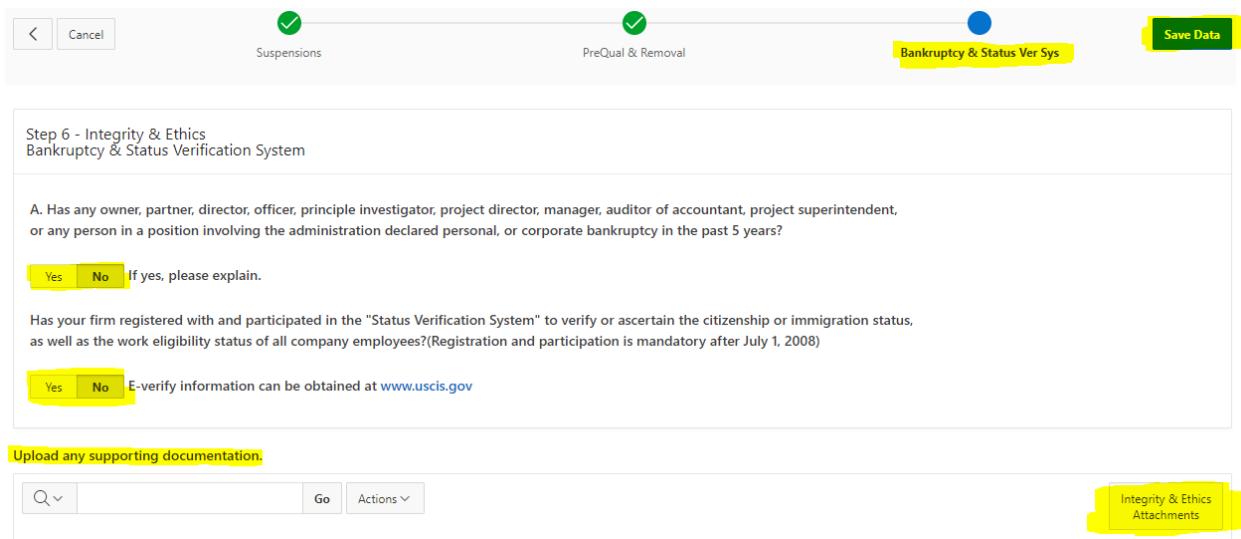
C. Has any officer, partner, or principal of your organization been an officer, partner, or principal of some other organization that has been denied prequalification, or removed from the approved bidders list from this state or any other state, or the federal government list?

If yes, please explain.

Bankruptcy & SV System

Again, all questions must be answered. User can upload any PDF document needed to support the integrity & Ethics sub-section. After all questions in the sub-section have been answered the user can click on the SAVE DATA button to save all the data. The system will then default to the first sub-section of the Step 7 – Experience.

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Step 6 - Integrity & Ethics
Bankruptcy & Status Verification System

A. Has any owner, partner, director, officer, principle investigator, project director, manager, auditor or accountant, project superintendent, or any person in a position involving the administration declared personal, or corporate bankruptcy in the past 5 years?

Yes No If yes, please explain.

Has your firm registered with and participated in the "Status Verification System" to verify or ascertain the citizenship or immigration status, as well as the work eligibility status of all company employees? (Registration and participation is mandatory after July 1, 2008)

Yes No E-verify information can be obtained at www.uscis.gov

Upload any supporting documentation.

Actions: , ,

Integrity & Ethics Attachments

Experience



Home

1. Prequalification Records

2. General Information

3. Class Work Desired

4. Financial Stmt Guidance

5. Equipment List

6. Integrity & Ethics

7. Experience

Projects

Other Proj & Mgrs

Current PreQual

8. Performance

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

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

If the users company does not have any Oklahoma Highway System/Federal/State Aid Projects in other states in the last two years or under progress then they can click on the check box. The user can also do the same with ODOT projects, by checking the box if no ODOT projects have been completed in the last two years or under progress.

Step 7 - Experience Projects

List projects completed on Oklahoma highway System or Federal or State Aid Projects in other states in the last two years, or under progress. (Please attach and upload a .pdf file). Must provide documentation. Do not leave blank or click on the checkbox.

The company has NOT completed any Oklahoma highway System/Federal/State Aid Projects in other states in the last two years or under progress.

Project List of Experience

ODOT Projects

List of ODOT Projects

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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. Additionally if there is no work experience or Key Manager experience that has been performed for municipalities or other government agencies, the user can click on the check boxes.

Step 7 - Experience Other Projects

Work performed for municipality or other government entity. (Please attach and upload a .pdf file).

No work performed for municipality or other government entities.

Edit	Created Date	Mimetype	Filename	Last Update	Description	Attachment
	11-MAY-2021	application/octet-stream	test.sql	11-MAY-2021	Step 8 - Experience Other Projects	Download

1 - 1

Project List of Experience

Q	Go	Actions
---	----	---------

Add Experience

Key Managers Experience

List the construction experience of the key managers of your organization. (Please attach and upload a .pdf file).

There is No Key Manager Experience for our organization.

Q	Go	Actions						
	Cpq app fk	Attachment sequence	Created Date	Mimetype	Filename	Last Update	Description	Attachment
	254	2	11-MAY-2021	application/octet-stream	test.sql	11-MAY-2021	Step 8 - Key Mgr Experience	Download

1 - 1

List Construction experience of Key Managers

Q	Go	Actions
---	----	---------

Add Key Mgrs

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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. If there are no current Pre-Qualification in other states the user can click on the checkbox. After entering all the information the user can click the SAVE DATA button. This will take the user to Step 8 – Performance.

Step 7 - Experience
Current PreQualifications

Current Prequalification in other States. (Please attach and upload a .pdf file).

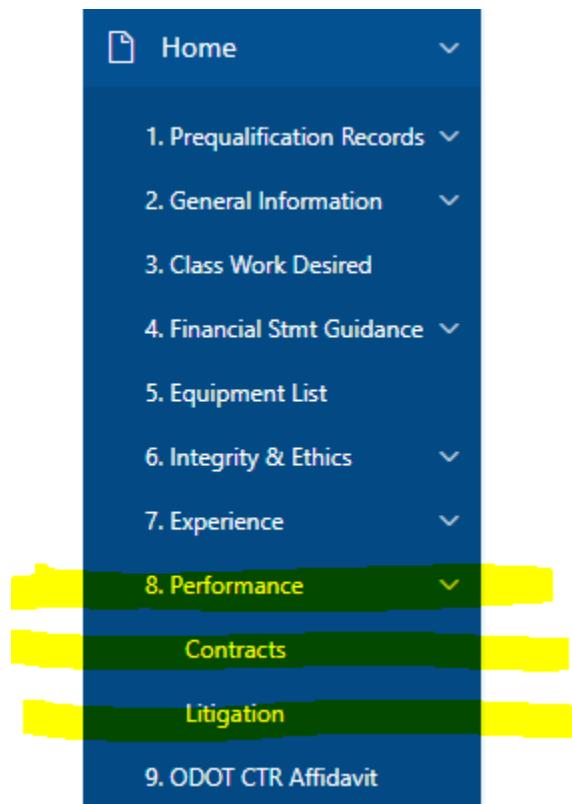
There are NO Current PreQualifications in other states.

Create Attachment

Project List of Experience

Add PreQual

Performance



This Section contains 2 sub-sections: Contracts &

Litigation.

Contracts

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

Step 8 - Performance
Contracts

1. Has your firm or organization ever defaulted on a surety bond or failed to complete any work awarded to you? If yes, please explain.
2. Has any officer, partner or other affiliate of your organization ever defaulted on a surety bond or failed to complete a construction contract? If yes, please explain.
3. Has your firm or any officer, partner or other affiliate of your organization failed to complete a construction contract within the time frame allowed in the contract provisions? If yes, please explain.

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 SAVE DATA button. This will take the user to the final section, Step 9 – ODOT CTR Affidavit.

Step 8 - Performance Litigation

4. Has your firm or organization or any officer, partner, or other affiliate of your organization ever filed a formal claim against ODOT or any other public entity?

Yes If yes, please explain.

5. Is your firm or organization or any officer, partner or other affiliate of your organization currently involved in litigation with ODOT or any other public entity?

Yes If yes, please explain.

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).

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 TRANSPORTATION 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.

Step 9 - ODOT CTR Affidavit
Instructions

Please print the form.

ODOT Contractor PreQual Cert

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

Actions

Q Go Attach Cert Letter

What is missing to submit application:

No attachment for Financial Statement.
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.

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Instructions

Please print the form.

ODOT Contractor PreQual Cert

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

Actions	FileName	Last Update	FileType	Attachment	Created Date
Edit	GIMESForm303SD CASE Create access for Frank Arambula.pdf	12-MAY-2020	application/pdf	Download	12-MAY-2020

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.

View Certificates



Clicking on the View Certificates link will display the following page:

Company Name	Date Of Statement	Date Of Financial Audit	Application Status	CPQ Cert.	App Status Date	Company phone	Company Fax Number	Mailing Address	Mail City	Mail State	Mail Zip	Physical Address	Physical City	Physical State	Physical Zip	Name Of Contact	Contact Phone	Contact Email	Duns Number
ICFI	11-MAY-2021	-	Started	Cert	11-MAY-2021	405.202.0464	4055555555	200 N. E. 21st Street	Oklahoma City	OK	73105	200 N. E. 21st Street	Oklahoma City	OK	73105	frank.arambula	4052020464	frank.arambula@omes.ok.gov	DUNS-44

If there are applications with an approved status, then under the column header CPQ Cert will appear the word Cert. It will be a link to the certificate. As seen below.



**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
CONTRACTOR'S CERTIFICATE OF PREQUALIFICATION**

VENDOR NO.: [REDACTED]

Name: [REDACTED]

In accordance with The Oklahoma Administrative Code, Section 730:25-3-1, Prequalification, you are hereby notified that the following Rating and Classifications have been assigned to you by the Office Engineer Division.

MAXIMUM BIDDING LIMIT: [REDACTED]

WORK CLASSIFICATION(S):

Bridge Painting, Traffic Signing and Striping

PREQUALIFICATION STATUS: Conditionally

THIS RATING and CLASSIFICATION will expire: December 31, 2022

Approval Date: March 01, 2021

A handwritten signature in black ink, appearing to read "B. Taylor".

Chief Engineer