



WashU

Prequalification Process

What is the Prequalification Process?

- The WashU Resource Management office works with WashU Planning, Capital Projects and Maintenance departments to compile a list of preferred construction-related vendors for project managers to choose from when they submit RFPs. This compiled list is called the **Master Contractor List**.
- When a stakeholder in Planning/Capital Projects/Maintenance asks us to send out a prequalification packet to a vendor, we evaluate the vendor on a financial, safety, and insurance level to ensure they meet the standards required to work on high-dollar projects with WashU.

The Process

1. The stakeholder in Capital Projects/Construction asks us to send out a prequalification packet to a vendor.
2. We send the prequalification form to the vendor for completion, giving them approximately **3 weeks to one month** to return it.
3. When we receive the completed packet, we forward it to **Treasury, Insurance, and EHS** with the appropriate review form for their evaluation. They are given approximately **3 weeks** to complete their review.
4. Once we receive all three reviews back, we send them to the stakeholder and **Greg Parrott** for final approval to proceed with the vendor.
5. We then notify the vendor via email of the final result — **approval or rejection**.
6. After approval is finalized, we add the vendor to the **Master Contractor List**.