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**Intermodal Transportation Division**  
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**INFORMATION BULLETIN NO. 12-03**

TO: ADOT Project Managers  
Resident Engineers  
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **2012-2013 CONSULTANT PREQUALIFICATION**

Please note that all current Consultant Prequalification Applications with ADOT/ECS will expire on December 31, 2011. Firms must re-qualify in order to submit Statement of Qualifications (SOQs) for ECS contracts beginning January 1, 2012. Consultants are requested to submit their 2012-2013 Prequalification Applications online via the electronic Contract Management System (eCMS). Allow seven (7) to ten (10) business days for ECS' review and approval of the application. Consultants should plan ahead and allow sufficient time (7 to 10 business days) to have the Prequalification Application reviewed and approved by ECS prior to submission of an online SOQ proposal.

Subconsultants are not required to be pre-qualified, but are encouraged to do so.


Firms with remote access CRYPTOCards can access the online application from the Citrix Access Gateway at <https://partners.azdot.gov>. After logging on to eCMS, click on the *Prequalification* button to access and complete the online Prequalification application.

New firms or firms with no remote access CRYPTOCards must log on to the ECS website ([http://www.azdot.gov/highways/ecs/prequalification\\_2012-13.asp](http://www.azdot.gov/highways/ecs/prequalification_2012-13.asp)) and complete a form to request a Username and Password to access the system. After receiving the Username and Password, return to the ECS website and use them to log in to access and complete the online prequalification application.

Instructions for completing the online application are available on the ECS website ([http://www.azdot.gov/highways/ecs/prequalification\\_2012-13.asp](http://www.azdot.gov/highways/ecs/prequalification_2012-13.asp)) and in the online prequalification application module. A list of Frequently Asked Questions and Answers related to Consultant prequalification is also available for your information on the ECS website 2012-2013 *Consultant Prequalification* menu.

Information pertaining to Training Webinars on how to use the online Prequalification Application is also available on the ECS website (<http://www.azdot.gov/highways/ecs>).

If you have any questions regarding the Consultant prequalification application process, email [ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov) or call the Engineering Consultants Section at (602) 712-7525.

  
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