

**INFORMATION BULLETIN NO. 16-01**

**DATE:** December 8, 2015

**TO:** ADOT Project Managers  
Resident Engineers  
Consultant Engineering Firms

**FROM:** Engineering Consultants Section (ECS)

**SUBJECT:** 2016-2017 CONSULTANT PREQUALIFICATION

**Please note that all current Consultant Prequalification Applications with ADOT/ECS will expire on December 31, 2015. Firms must be prequalified for the 2016-2017 timeframe in order to submit a Statement of Qualifications (SOQ) for ECS contracts with an advertisement due date on or after January 1, 2016.** Consultants are requested to submit their 2016-2017 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 (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://remote.azdot.gov> After logging on to eCMS, click on the Prequalification button on the left navigation to access and complete the eCMS online Prequalification application.

New firms or firms with no remote access CRYPTOCards must log on to the ADOT website (<https://www.azdot.gov/WebSignOn/logon.asp>) and complete a form to request a username and password to access the Prequalification System. After receiving a username and password via e-mail (referred to as a Single Signon), the firm must return to the ECS website (<http://www.azdot.gov/ECS/prequal>) and use the new Single Signon to access and complete the online prequalification application. Allow three business days to receive the Single Signon via e-mail.

Instructions for completing the online application, along with other helpful resources, are available on the ECS website (<http://www.azdot.gov/ECS/prequal>). Instructions can also be accessed directly from the eCMS online Prequalification application.

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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