



**Contractor Pre-Qualification Resources**

Pre-Qualification Packet/Program

**This model form/template must be customized to meet your Agency’s needs.**

To evaluate prospective contractor(s) a best practice is to use a Pre-Qualification Questionnaire. This assures qualified contractors are hired. One resource is the “[Public Works Pre-Qualification, Labor Commissioner’s Model Questionnaire, March 2019](https://www.dir.ca.gov/Public-Works/Public-Works-Pre%E2%80%90Qualification-of-Contractors.html)” developed by the Department of Industrial Relations.

Insurance Requirements

Verify that contractors carry acceptable limits of liability insurance and that their policies are current. In most cases, policy limits should match or exceed those held by your Agency. It is equally important to assure a contractor carries workers’ compensation insurance. A method to monitor or be alerted to insurance cancellation, policy revisions, and expirations is strongly recommended.

Reference Check

Conduct contractor reference check(s) to assure a contractor has experience doing the work being requested.

Bid Writing/Loss Prevention Coordination

Ensure a contractor to provides a copy of their written Injury and Illness Prevention Program (IIPP), and as applicable program copies of their Traffic Control, Trenching/Excavation/Shoring, Confined Space that includes a rescue plan, Electrical Safety, Lockout/Tagout, Silica Exposure Control, Valley Fever Exposure Control, Heat Illness Prevention, Asbestos Cement Pipe, Fall Protection, Hazard Communication and Hot Work. Also, request documentation of their employee certifications/licensing.

Pre-Job Review

Review documentation for employee certifications/licensing and equipment certifications. Review with a contractor any hazard(s) the contractor may encounter at your facility or installation. This would include confined space exposures, electrical exposures, work to be done by other contractors, etc. Use and recordkeeping of agenda and checklist(s) used during a pre-construction meetings/site walkthrough assist with project management, monitoring and processes.

Post-Project Evaluation

A post-construction evaluation with a contractor(s) assist with identifying:

* What went well?
* What didn’t go well?
* Why happened?
* What would be done differently and better the next time?
* How this information can be used?

References:

* California Department of Industrial Relations, [Public Works Pre‐Qualification Of Contractors Labor Commissioner’s Model Questionnaire March 2019](file:///C:\Users\rflint\Documents\RM%20Dept\JPIA%20RCM%20C2E%20Website%20Resources\Me\Pre-Qualification-of-Contractors-Model-Questionnaire%20v2019.pdf).
  + To view and download this resource in a variety of formats visit this [webpage](https://www.dir.ca.gov/Public-Works/Public-Works-Pre%E2%80%90Qualification-of-Contractors.html).
* California [Public Contract Code § 20101](file:///C:\Users\rflint\Documents\RM%20Dept\JPIA%20RCM%20C2E%20Website%20Resources\•%09http:\leginfo.legislature.ca.gov\faces\codes_displaySection.xhtml%3flawCode=PCC&sectionNum=20101).
* California Department of Industrial Relations (DIR) Public Works [webpage](https://www.dir.ca.gov/Public-Works/PublicWorks.html).
* Additional DIR Public Works [resources](https://www.dir.ca.gov/Public-Works/resources.htm).
* JPIA Risk Transfer [webpage](https://www.acwajpia.com/services/#risk-transfer).