

## **PREQUALIFICATION FORM INSTRUCTIONS**

Subcontractor Prequalification Form. This information will apply to all future bid opportunities.

### **PREQUALIFICATION ADMINISTRATION:**

McHugh utilizes [www.isqft.com](http://www.isqft.com) as our primary subcontractor prequalification management system. There is no fee required to submit the information required for prequalification. The prequalification is a 10-section form with the following:

1. General Information
2. Organization Specific Information (Registration(s), Certification(s), Type of Work, etc.)
3. Licensing Information
4. Work Experience (Typical Project Size, Backlog, etc.)
5. References
6. Insurance
7. Quality
8. Safety Information
9. Financial Information
10. Additional Information/Electronic Signature

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<https://projects.isqft.com/jamesmchughconstructionco/form>. Subs can also request a separate link be e-mailed directly. Please note that the person responsible for completing the prequalification must directly receive a link (invitations/links to the form cannot be forwarded).

### **COMPANY INFORMATION (SECTIONS 1-7):**

To begin the process, please click the Prequalification link attached to project ITB or Prequalification E-Mail. This will direct you into [www.isqft.com](http://www.isqft.com), to the form established specifically for your company.

The information required for Sections 1-7 includes:

- Official Business Name, Address, Phone, etc.
- Federal Tax ID (FEIN #)
- Dun & Bradstreet Rating (if available)
- Union Affiliation(s) including list of signatory unions, if applicable.
- Business Type and Company Officers
- Certifications (MBE/WBE/DBE/SBE/VBE) and associated certificates confirming status for upload
- Backlog, Major Projects List, and Project References
- Banking and Bonding Contacts, including Bonding Limit
- Insurance Policy Limits by Type (General Liability





**Q:** I received an expiration notice from iSqFt how do I update my information?

**OR** if you simply have information you need to update prior to your prequalification form expiring.

**A:** To update your existing information in iSqFt, log in using your username and password and edit the fields you wish to update. If your form has expired, you will also need to delete attached documents and upload current ones. The documents that require upda