



## How Does Your Company Become a Construction Contractor and Work with PennDOT?

To perform work on a PennDOT construction project, first, a company needs to be a registered ECMS Business Partner.

### How do you become a registered ECMS Business Partner with PennDOT?

Utilize the PUB 543 ECMS Business Partnership Guide to complete the ECMS Business Partner registration process.

Training videos are available under the Prequalification Help Menu located in the Engineering and Construction Management System (ECMS).

| Prequalification Help                        | Bidding Help |
|--|--------------|
| New Prime Application Training Videos >      |              |
| New Sub Application Training Videos >        |              |
| Renewal Application Training Videos >        |              |
| Line of Credit Request >                     |              |
| Additional Code Request >                    |              |
| Provisional Code Request (Sub Initiated) >   |              |
| Provisional Code Request (Prime Initiated) > |              |
| Conditional Code Request >                   |              |
| Quarterly Conditional Code Renewal Request > |              |

## Resources

Find more information under [Resources](#) on the [Disadvantaged Business Enterprise \(DBE\) Support Services web page](#).



The DBE Supportive Services Center is a joint initiative between PennDOT and ProRank Business Solutions.

### DBE Supportive Services



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Pennsylvania

Department of Transportation

PUB 864 (2-25)



# Construction Contractor Prequalification Guide



Pennsylvania  
Department of Transportation

## How Do I Start?

### Complete the Construction Prime Contractor Prequalification Steps.

1. Use your ECMS Business Partner account information to log into ECMS at the following Website: <https://www.ecms.penndot.pa.gov/ECMS/>
2. Once logged into ECMS, select Business Partner Menu, then Contractors.



3. Click Create/View Prequalification Application(s) link under the Prequalification Application – Electronic Process



4. Complete the General Information Section
5. Complete Part 1 - Contractor's Financial Statement
- Electronic Documents Needed:
  - Financial Statements
  - Depreciation Schedule
  - Audited or Reviewed Accountant Certificate
  - Letter of Assurance, if applicable
6. Complete Part 2 – Organization and Experience
7. Complete Part 3 – Affirmative Action Statement

Electronic Document Needed:

- Equal Opportunity Plan

8. Complete the Application Summary – New Prequalification Section
9. Select the Workflow Menu and select Sign & Submit



**Note:** Additional information may be requested during the prequalification process.

## Don't want to provide financial statements? No problem!

### Become a Construction Subcontractor and Complete these Prequalification Steps:

1. Use your ECMS Business Partner account information to log into ECMS at the following Website: <https://www.ecms.penndot.pa.gov/ECMS/>
2. Once logged into ECMS, select Business Partner Menu, then Contractors



3. Click Create/View Prequalification Application(s) link under the Prequalification Application – Electronic Process
4. Complete the General Information Section
5. Complete Part 2 – Organization and Experience
6. Complete Part 3 – Affirmative Action Statement
- Electronic Document Needed:
  - Equal Opportunity Plan
7. Complete the Application Summary – New Prequalification Section
8. Select the Workflow Menu and select Sign & Submit



**Note:** Additional information may be requested during the prequalification process.

## Your company may be prequalification exempt, see below:

### Prequalification and Prequalification Exempt Clarification:

Prequalification is needed to perform PennDOT highway construction work. Prequalification examples can include sign installation, pavement markings, traffic signals, excavation, paving, bridges, curbs and sidewalks, drainage, etc.

Prequalification Exempt can include trucking, flagging, consulting, concrete pumping, street sweeping, pipe lining, inspection and testing, surveying, crane rental, material supply, etc.

### Prequalification Exempt Company

1. Complete the ECMS Business Partner registration
2. For additional information go to

<https://www.pa.gov/services/penndot/register-as-a-penn-dot-construction-contractor-business-partner.html>.