

2022 West Virginia Department of Transportation,  
Division of Highways, Prequalification System

## Frequently Asked Questions

### 1. When should I complete the new Contractor Prequalification Application?

All currently prequalified contractors are being assigned categories of work by West Virginia Division of Highways (WVDOH) personnel and will receive a Certificate of Qualification before December 31, 2021, without a need to complete a new Application.

A contractor who is not currently prequalified may complete and submit the new application at any time, but no later than 15 calendar days before the letting date of any project on which they may wish to place a bid.

\*If the contractor plans to place a bid on a project let before January 1, 2022, they must be prequalified in the current system:

[ContractorsPrequalificationPackage.pdf \(wv.gov\)](#)

\*If the contractor plans to place a bid on a project let after January 1, 2022, they must be prequalified in the new system:

[WVDOHContractorPrequalificationApplication.pdf](#)

Any contractor who wishes to perform work as a subcontractor on a project let after January 1, 2022, must be prequalified in the categories of work they plan to perform before a subcontractor request will be approved by the WVDOH. Therefore, any subcontractor who is not currently prequalified must complete the new Application:

[WVDOHContractorPrequalificationApplication.pdf](#)

### 2. What should I do if I'm currently prequalified but did not receive a Certificate of Qualification dated January 1, 2022?

All currently prequalified contractors will receive a new Certificate of Qualification showing their qualified categories of work before December 31, 2021. If your company is currently prequalified but does not receive a new Certificate of Qualification, dated January 1, 2022, please contact

[DOHContractorPrequalification@wv.gov](mailto:DOHContractorPrequalification@wv.gov).

### **3. Why is my new Certificate of Qualification dated January 1, 2022?**

The new Certificates of Qualification do not become effective until January 1, 2022. Therefore, contractors must be prequalified under the current system to bid on any project let prior to January 1, 2022. Contractors performing work as a subcontractor do not need to be prequalified to perform work on any project let prior to January 1, 2022.

### **4. If my current Certificate of Qualification expires on April 1, 2022, do I need to complete a new Application?**

All current Certificates of Qualification will become invalid on December 31, 2021. The new Certificates of Qualification will become effective on January 1, 2022.

### **5. When does the Certificate of Qualification dated January 1, 2022, expire?**

Under the new Prequalification System, the Certificate of Qualification only expires if a contractor fails to respond in the stipulated timeframe when renewal is requested by the WVDOH, if a contractor is debarred by the State of West Virginia or Federal Government, or if the Commissioner of Highways deems the contractor's prequalification invalid.

### **6. How do I appeal the Categories of Work assigned to my company by the WVDOH?**

All currently prequalified contractors are being assigned categories of work by WVDOH personnel and will receive a Certificate of Qualification by December 31, 2021. If you feel that your company was not assigned categories of work for which they should be prequalified, you may appeal by email to [DOHContractorPrequalification@wv.gov](mailto:DOHContractorPrequalification@wv.gov) within 10 calendar days of the date the Certificate of Qualification was sent by the WVDOH. Please include with your appeal a justification for the additional categories of work being requested.

### **7. What is the EMR number on the Application?**

The Experience Modification Rate (EMR) is a metric used by insurers to calculate a company's insurance premium. Please contact your insurance company for additional information.

### **8. What is the Vendor ID on the Application?**

The Vendor ID is a company's Federal Employer Identification Number (FEIN) number. The FEIN will also be used as the company's Bidder ID by Bidx.

### **9. How do I know which Categories of Work to choose when completing the Application?**

The Categories of Work in the Application correspond to the Sections in the WVDOH Standard Specifications. The Standard Specifications may be reviewed at the following link:

<https://transportation.wv.gov/highways/contractadmin/specifications/2017StandSpec/Pages/default.aspx>

### **10. Do I need to be prequalified in the categories of work that I plan to subcontract whenever I place a bid?**

Prime contractors do not have to be prequalified in categories of work they plan to subcontract. They must only be prequalified in categories of work included in the project to complete 30% of the work, in accordance with the Standard Specifications.