



McCARTHY MORTENSON (McM) SUBCONTRACTOR PREQUALIFICATION STATEMENT INSTRUCTIONS

For Subcontractors bidding to McCarthy Mortenson

- 1) Welcome! The following is your guide through the Prequalification process required to participate in the bidding process for the National Bio and Agro Defense Facility (NBAF) in Manhattan Kansas.
- 2) Please go to www.mcmjv.com. Next, click on Prequalification link at the top of the site. This will take you to a screen that will have the current list of work categories and instructions to help navigate the prequalification site. At the bottom of the page, you will find a link, "Click HERE". This will take you to the prequalification site.
- 3) At the Subcontractor Prequalification System screen, click "New User". This will take you to the General Information screen where you can provide information and develop your User Name..
- 4) Log in using your User Name and Password (password will be emailed to you from the system).
- 5) It may help to gather the following information prior to continuing. At the Instructions screen, complete steps 1 through 4, this is all that is required to be completed. Please note that step 5 on this instruction screen, A.I.A. Contractor's Qualification (A305), will not be used and therefore not accepted. On the left side of this screen is a box, Contractor Form Status, click on each of the following:

<u>Form</u>	<u>Description</u>
1. General Information 2 It is IMPORTANT that you select " KS, NBAF " in the <u>Specific Job</u> section of this screen listed under the Central Division.	Business and Company Information
2. Business Classification	Large or Small Business
3. Bonding Information	Bonding Company and Limits
4. References	GC's, Suppliers, Subs, & Owners
5. Project Information	Current and Completed Projects
6. Other Information	Additional Company Information
7. Safety & Health	EMR & Recordable Incident Rates
8. Financial and Division	Financial Information
9. Affidavit & Submit Application	

Each field indicated with an asterisk is required information. After all required information is entered on a page, click on the “Save and Continue” button to go to the next screen. Note, information entered will not be saved unless you click the “Save” or “Save and Continue” button. A green checkmark will appear in front of each section of the Contractor Form Status box when completed. All sections must have a green checkmark before the application may be submitted.

6) Print the completed forms for your review and records by selecting “Print Completed Forms”.

7) Submit the completed forms by selecting “Affidavit and Submit Application”. You can not change the forms once they have been submitted. A signed affidavit verifying the accuracy of the information provided is required upon submission. The Affidavit can be uploaded via the browse button.

8) Congratulations you have completed the first step in the process of being prequalified to propose on the work categories for the NBAF. McM will contact you once the information has been reviewed and approved and provide additional instructions for the next step.

9) Step 2 of the Prequalification process will include but not limited to the following:

1. Letter of Reference from Bank Officer. Letter should include
 - a. Line of Credit.
 - i. Unused portion.
 - ii. Amount secured and unsecured.
 - iii. Length and status of banking relationship.
2. Financial Statement
 - a. Current interim financial statement.
 - b. Past two (2) fiscal year-end financial statements. (Audited or reviewed if available)
3. Letter of Reference from Bonding Company. Letter should include:
 - a. Single.
 - b. Aggregate.

If you have any questions please send inquiries by email to:

admin@mcmjv.com