



HOW TO BECOME A DFCM PRE-QUALIFIED CONTRACTOR

AND HOW TO RENEW YOUR EXISTING PRE-QUALIFICATIONS



division of
**Facilities Construction
and Management**



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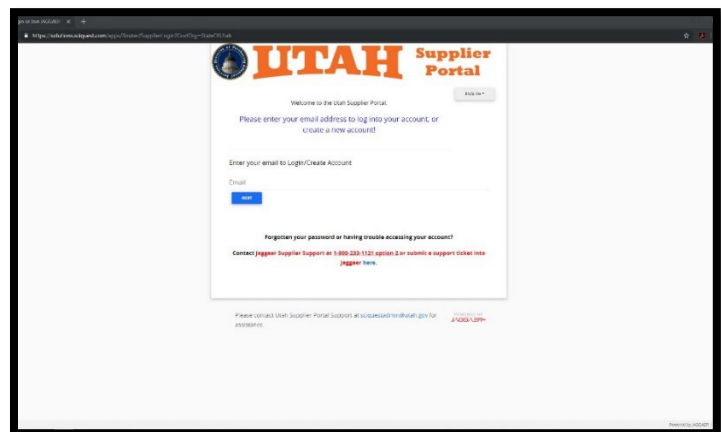
GETTING STARTED

Becoming pre-qualified for the State of Utah through the Division of Facilities Construction and Management (DFCM) is the first step toward accessing exciting state project opportunities across Utah. At DFCM, we understand the importance of qualified and capable contractors and vendors, and we're here to guide you through the steps to become pre-qualified to work on state projects in the beautiful state of Utah. Your role in enhancing our state's infrastructure is valued, and we are committed to assisting you every step of the way.

This will be your guide to getting pre-qualified and eligible to work on upcoming projects for the State of Utah. So, if you're ready to dive in, here's the straightforward, step-by-step guide you need. We're here to help you access those opportunities and get the job done. Let's get started!

STEP 1: CREATE A U3P ACCOUNT

The first step to working on DFCM projects is to create a U3P account (the State's supplier portal). Not only do we post solicitations for our projects on U3P, but we also post solicitations letting you know when our semi-annual contractor pre-qualification periods will be open. The contract pre-qualification periods only open twice yearly, and many of our project solicitations are only available to pre-qualified contractors. Be sure to register now so you don't miss out!



Just fill in your email address and follow the prompts.

To receive job notifications from U3P, it is essential that you select the appropriate DFCM commodity codes when creating your account:

- **99901:** ALL DFCM solicitation notifications.
- **72151:** Pre-qualified electrical contractor solicitations.
- **72152:** Pre-qualified roofing contractor solicitations.
- **72141 & 72140:** Pre-qualified paving contractor solicitations.
- **72120 & 72121:** Pre-qualified general contractor solicitations.
- **72151:** Pre-qualified mechanical contractor solicitations.
- **72102:** Pre-qualified site/civil contractor solicitations.

So, before you do anything else, the first step to working with DFCM is to create a U3P account. [You can create an account here.](#)

STEP 2: WATCH FOR A SOLICITATION ON U3P.

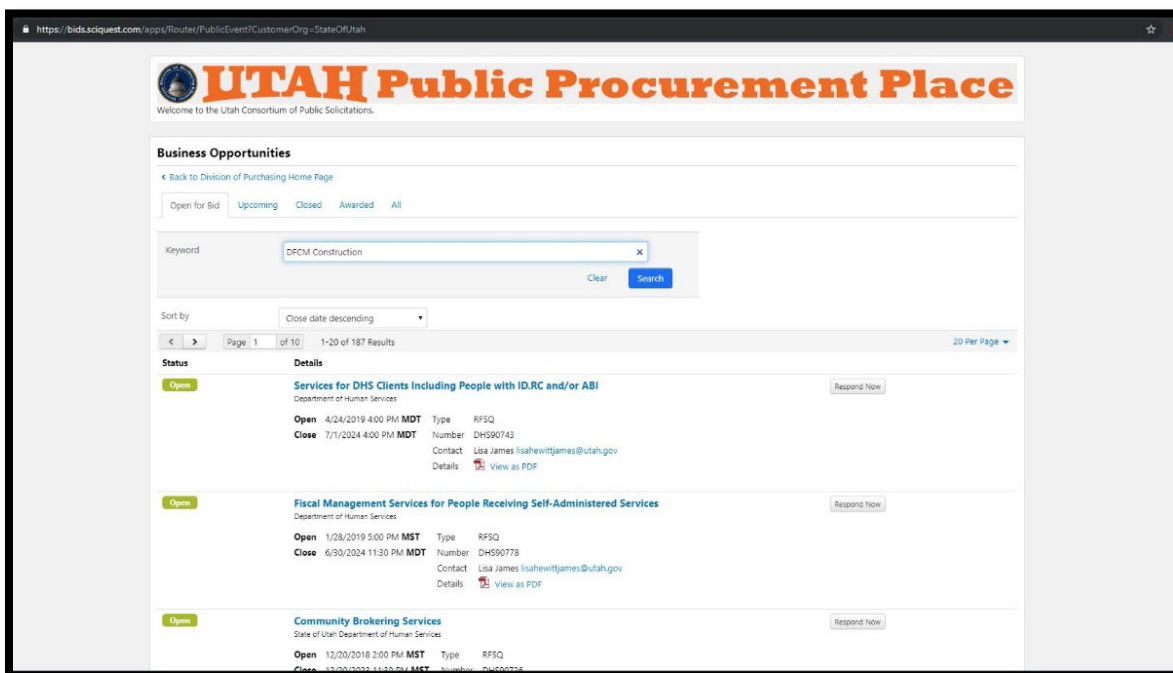
All of DFCM's pre-qualification solicitations are posted on the State's Utah Public Procurement Place (U3P).

Once you've created a U3P account, watch for the New Contractor Pre-Qualification solicitation to be posted. Make sure you read the entire solicitation and note the important dates and deadlines on the solicitation schedule. The pre-qualification period is only open for a short period of time and all deadlines must be met for a contractor to pre-qualify!

Unfortunately, some of our friends will miss the first deadline or won't provide the required information. For this reason, the pre-qualification solicitation is posted twice a year, so they'll have another opportunity!

HOW TO SEARCH FOR DFCM SOLICITATIONS:

- Type "DFCM Construction" in the Search box, then click, "Search".
- Look through all of our available projects, find one you'd like to do, and click on the project's blue title.
- At this point, you will be prompted to log in to see all of the project solicitation details.



The screenshot shows the Utah Public Procurement Place website interface. The header includes the Utah logo and the text "UTAH Public Procurement Place". Below the header, there is a "Business Opportunities" section with a search bar containing "DFCM Construction". The search results are sorted by "Close date descending" and show three items:

Status	Details	Response
Open	<p>Services for DHS Clients Including People with ID,RC and/or ABI Department of Human Services</p> <p>Open: 4/24/2019 4:00 PM MDT Type: RFSQ Close: 7/1/2024 4:00 PM MDT Number: DHS90743 Contact: Lisa James lisahe Wittjames@utah.gov Details: View as PDF</p>	Respond Now
Open	<p>Fiscal Management Services for People Receiving Self-Administered Services Department of Human Services</p> <p>Open: 1/28/2019 5:00 PM MST Type: RFSQ Close: 6/30/2024 11:30 PM MDT Number: DHS90778 Contact: Lisa James lisahe Wittjames@utah.gov Details: View as PDF</p>	Respond Now
Open	<p>Community Brokering Services State of Utah Department of Human Services</p> <p>Open: 12/20/2018 2:00 PM MST Type: RFSQ Close: 12/20/2023 11:30 PM MST Number: DHS90778</p>	Respond Now



STEP 3: COMPLETE AND SUBMIT YOUR DOCUMENTS ON TIME.

DFCM has created forms for almost all documents you are required to submit for pre-qualification. While all documents listed in the solicitation are required to be completed and submitted on time, we ask that you really take the time to tell us why you should be pre-qualified with DFCM. You will have an opportunity to do this on the *Statement of Qualifications and Experience Form*.

A common misconception is that you need to submit your documents on the date and time listed on the U3P event itself. Please make sure you **meet the dates and times listed on the solicitation schedule that is included in the solicitation document under 'Buyer Attachments'**.

STEP 4: BE PATIENT WHILE WE REVIEW YOUR SUBMISSION.

Please be assured that our team is diligently and thoroughly evaluating each submission to maintain the high standards that we uphold at DFCM. Thank you for your continued patience throughout this process. Once our selection committee has reviewed your documents, you'll be notified of your pre-qualification status. If approved, your company name will be added to the corresponding pre-qualified list on the DFCM website, and you can begin bidding on DFCM projects! If for some reason your company is not approved during this period, we will explain why and what can be done so you are able to pre-qualify during the next pre-qualification period.

KEEPING YOUR PRE-QUALIFICATION STATUS

Just because you made it onto one of our pre-qualified contractor lists once doesn't mean you'll stay there forever. **We require all contractors to renew their pre-qualified status every 18 months.** Download the DFCM Pre-qualification Renewal Packet, follow the instructions, and submit the required documents up to 60 days prior to your expiration date to retain your pre-qualified status. Contractors who attempt to renew after their expiration date will need to go through the new contractor pre-qualification process again when the pre-qualification period is open.

PRE-QUALIFICATION RENEWAL PACKET

[This is the document you'll use to re-qualify every 18 months](#)

For your reference, DFCM's current pre-qualified contractor lists are located on our website at <https://dfcm.utah.gov/construction-management/pre-qualified-contractor/>

These lists are used at all stage II pre-qualified project mandatory meetings. Only contractors appearing on these lists are eligible to bid on stage II pre-qualified projects. For questions regarding these lists and pre-qualification, please email dfcm_vbs@utah.gov.