

## General Instructions

The purpose of this document is to give general instructions on how to renew the subcontractor/supplier prequalification compliance for Existing Subcontractors/Suppliers whose compliance has expired.

**To minimize technical difficulties with your renewal application and attachments, please use the following Internet browsers:**

- Internet Explorer (latest version) or
- Firefox (latest version) – 32-bit
- Google Chrome is not supported, please use one of the browsers listed above.
- CMiC Java needs version 8.14 or later

If you have any questions about how to fill out the application, please refer to Subcontractor/Supplier Prequalification Instructions: New Applicant, which is located under Prequalifications on the McGough Website ([www.mcgough.com](http://www.mcgough.com)).

## Subcontractor Prequalification Process Overview

Existing Subcontractors/Suppliers, whose compliance has expired, should receive an expiration notice from McGough Construction (email), requesting to renew the compliance. The automatic expiration notification gets sent 30 days prior to the compliance expiration date.

Upon receiving this email, Subcontractor/Supplier should return to Self-Service Portal by following the link contained in the body of the email.

EXTERNAL EMAIL:

Dear Subcontractor/Supplier:

Below is a link to the prequalification screen and a new password has been generated for you.

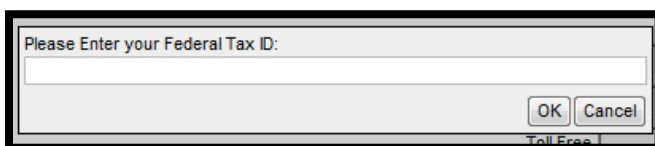
Should you have any questions or you require assistance, please contact the McGough Prequalification Department at [subprequal@mcgough.com](mailto:subprequal@mcgough.com).

Sincerely,

McGough Prequalification Department

Use password 'aSG2ff' - and use the following link to enter your data: <https://mcgough.cmicglobal.com:443/cmictest/PmSsPrequal/Apply.jsp>

- You will need to enter in your username, which is your FEIN/Tax ID Number.



Please Enter your Federal Tax ID:

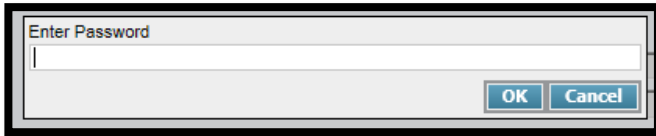
OK Cancel

**SUBCONTRACTOR PREQUALIFICATION INSTRUCTIONS**

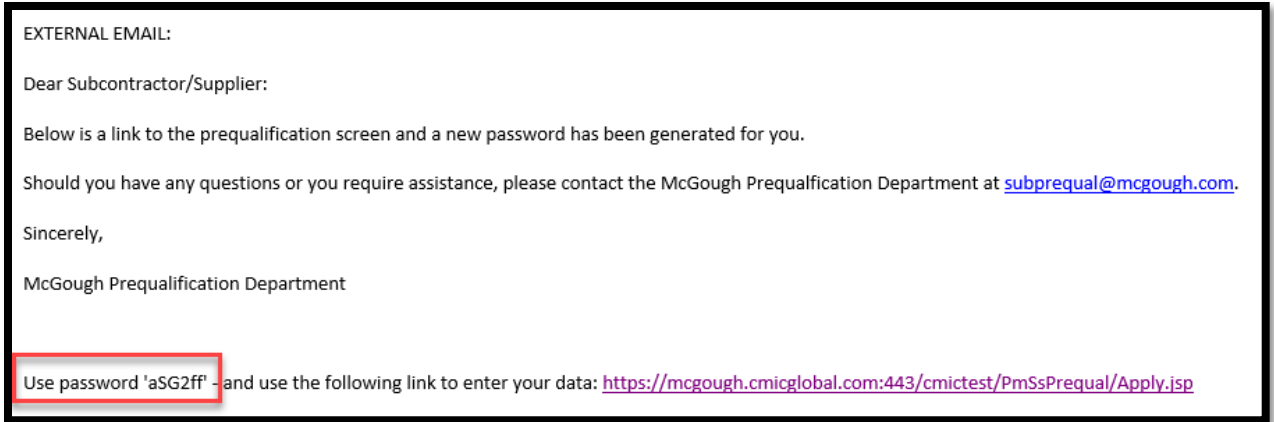
*(Existing Subcontractors/Suppliers)*

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- Your password will be included in the email notification. The password is system generated and changes when a renewal notification is issued.



A screenshot of a dialog box titled "Enter Password". It features a text input field with a vertical cursor, and two buttons at the bottom right: "OK" and "Cancel".



- Enter credentials and follow the instructions. Subcontractor's/Supplier's basic information, submitted previously, will be shown in the questionnaire.

Also, Subcontractor/Supplier will be prompted to submit additional documentation in order to renew the compliance.

Should you have any questions, please email the McGough Prequalification Department at [subprequal@mcgough.com](mailto:subprequal@mcgough.com)

**SUBCONTRACTOR PREQUALIFICATION INSTRUCTIONS**

*(Existing Subcontractors/Suppliers)*

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Below is a sample of a renewal notice:

From: [subprequal@mcgough.com](mailto:subprequal@mcgough.com)

Subject: McGough Construction Prequalification Renewal Notice

Dear Subcontractor / Vendor,

*We value the relationship that has developed with you and we look forward to continuing to work together on future opportunities. These future opportunities are subject to more stringent control measures though, as our surety company is requiring that we implement stronger prequalification procedures with the firms that we do work with.*

*Reminder... McGough Construction maintains a formal prequalification process for all subcontractors/suppliers. Please be advised that your current pre-qualification rating will expire within the next 30 days and must be renewed in order to allow your firm to be considered for future opportunities.*

*In order to make certain that we are able to continue to write subcontracts/purchase orders to you with no issues, please provide the following items below. We require these documents to be updated on an annual basis.*

- *Completed and Signed W-9 form*
- *Any Certifications (MBE, WBE, etc.)*
- *Certificate of Insurance (including endorsements)*
- *EMR Letter of Verification (3-year history)*
- *OSHA 300 and 300A Form (3-year history)*
- *Safety Manual (compressed PDF format)*
- *Letter of Bondability/Bonding Capability*
- *CPA Prepared Financial Statement*
  - **NOTE: Financial Statements are uploaded to a secure site to which only McGough's Prequalification Financial Reviewer has access.**
- *QA/QC Manual (compressed PDF format)*

*These forms can all be attached to the document when you submit it.*

*Use the following link to enter your data: <LINK> and the following password 'password'*

*Should you have any questions or require assistance, please contact the McGough Prequalification Department at [subprequal@mcgough.com](mailto:subprequal@mcgough.com).*

*Sincerely,  
McGough Prequalification Department*

## Page 1 of the Application

Enter all the required fields that are indicated by a black triangle.

- Complete *Company Headquarters Information* section.

- If your company has multiple branch offices, please click **[Add Row]** to complete information for each branch office.

- Check the boxes next to the regions that you work in. You are able to select multiples.

- Click **[Next]** to move on to the next page.

## Page 2 of the Application

Enter all required general information (indicated by the black triangle).

1. Complete the *License Information* section. Click on **[Add Row]** for each additional license you are listing.

**SUBCONTRACTOR PREQUALIFICATION INSTRUCTIONS**

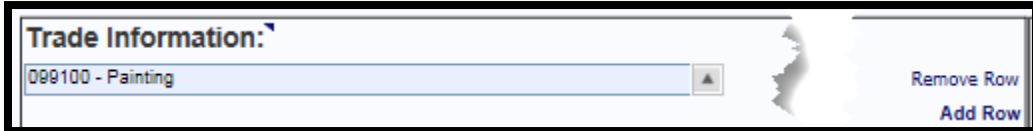
*(Existing Subcontractors/Suppliers)*

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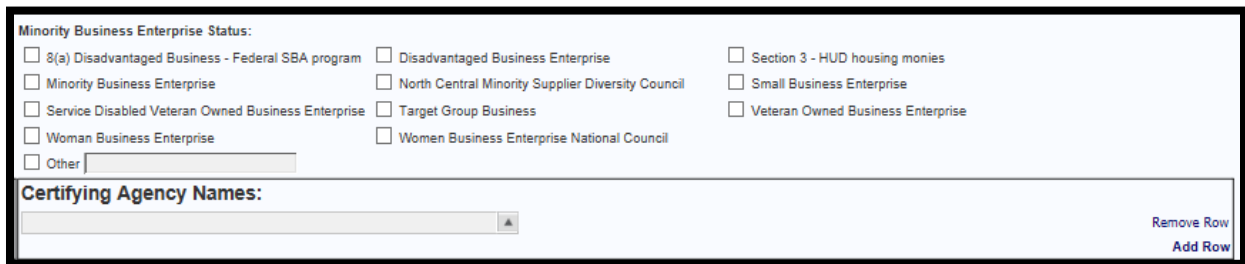
- 2. If your firm is signatory to any unions, check the box next to *Yes* and complete the *Union Affiliations* section. If you have multiple Union Affiliations click on **[Add Row]** to select additional unions. Note that you can type in the Union Affiliations field to add a new record if your union is not listed. If your firm is not signatory to any unions, check the box next to *No* and move on to the next section.



- 3. In the *Trade Information* section, select from the drop-down box all trades that apply to your firm. To select additional trades, click on **[Add Row]**.



- 4. If your firm has minority business status, check the appropriate box(es) and then select the certifying agency. Click **[Add Row]** to select additional certifying agencies. Note that you can type in the *Certifying Agency* field to add a new record if your agency is not listed.



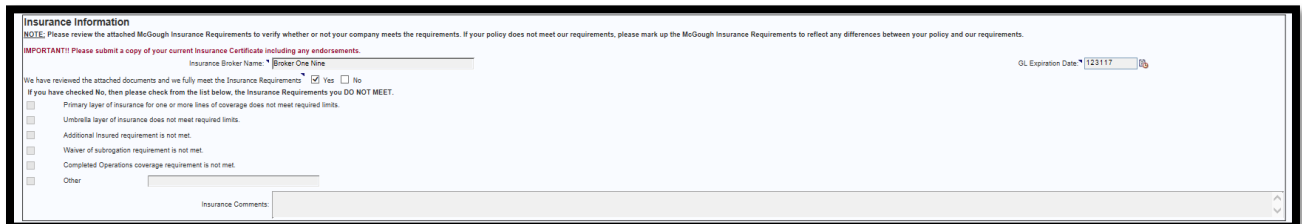
- 5. Click **[Next]** to move on to the next page.

The application may be saved by clicking the **[Save Draft]** option at the bottom of the page. The **[Save Draft]** option allows the applicant to save the application and finish the application at a later time using the FEIN# and password to log back into the system. Click **[Next]** button to proceed with the application.

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Before answering any questions, please **review McGough Construction’s Safety Regulations and Insurance Requirements.**

- 1. Complete the *Insurance Information* section.
  - a. Note insurance is job specific; be sure you meet all the requirements per your contract.



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**(Existing Subcontractors/Suppliers)**

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2. Complete the *Safety Information* section.

| Year | Citations | EMR  | RIR | LTIR | FWH | ANE | Fatalities |
|------|-----------|------|-----|------|-----|-----|------------|
| 2012 | 0         | 0.63 | 0   | 0    | 0   | 0   | 0          |
| 2013 | 0         | 0.78 | 0   | 0    | 0   | 0   | 0          |
| 2014 | 0         | 0.42 | 0   | 0    | 0   | 0   | 0          |

3. You will need to attach your OSHA Form 300A Summary of Work-Related Injuries and Illnesses filed with the US Department of Labor for the past 3 calendar years on the last page of this application.

4. Use the following link to search for hours for your company’s OSHA citations for the last 3 years.  
<http://www.osha.gov/pls/imis/establishment.html>

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

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- 1. Complete the *Surety Information* section. If you check the box next to Yes, all other fields must be completed. If you check the box next to No, move on to the next section.
  - a. Note that if you check the box next to Yes you will need to attach your Letter of Bondability from Surety stating total and per project bonding capacity.

- 2. Complete the *Financial Information* section.
  - a. Note that you will need to attach a copy of your financial statements for the last 2 years at the last section of the questionnaire and select the *Financial Statement* box to ensure their confidentiality. This should include your balance sheets, income statements, and opinion letter (accountant’s summary).
  - b. *Accountant* refers to the name of the person or firm who prepares your financial statements.
  - c. *Financial Format* refers to whether your financial statements are audited, reviewed, or compiled.
  - d. Financial information must be completed for your most recent set of financial statements.

3. You will need to fill out and attach a W-9 regardless of whether you have worked with McGough in the past (to find a sample, please refer to section 4 of this document).

**SUBCONTRACTOR PREQUALIFICATION INSTRUCTIONS**

*(Existing Subcontractors/Suppliers)*

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- 4. Complete the *Company Officers* section.

| Company Officers:                       |  |   |
|---|--|---|
| Company Officer Name                    | Title                                  | Action  |
| <input type="text" value="John Smith"/> | <input type="text" value="President"/> | <a href="#">Remove Row</a><br><a href="#">Add Row</a> |

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

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- 1. Complete the *Financial Information* section.

| Financial Information  |   |         |  |
|--|---|---------|--|
| Enter information for a contact in your company who can answer specific questions about your Financials: |   |         |  |
| Contact Name:  | <input type="text" value="Jane Doe"/>         | Phone:  | <input type="text" value="123456789"/>             |
| Title/Position:  | <input type="text" value="CFO"/>              | E-mail: | <input type="text" value="jsweltsch@mcgough.com"/> |
| Bank Reference:  |   | Fax:    | <input type="text"/>                               |
| Name of Bank:  | <input type="text" value="Wells Fargo Bank"/> | Phone:  | <input type="text" value="128345674"/>             |
| Contact Name:  | <input type="text" value="Bob Johnson"/>      | Fax:    | <input type="text"/>                               |
| Title/Position:  | <input type="text"/>                          | E-mail: | <input type="text"/>                               |

- 2. Complete the *Litigation Information* section.

| Litigation Information                                     |   | If yes, please enter a brief description |
|--|---|--|
| Any current litigation with Owners or General Contractors? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Any judgements against in the last 3 years?                | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Any Principals of your company in litigation?              | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Any paid liquidated damages?                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Any labor law violations?                                  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Have you ever defaulted on a contract?                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Ever failed to complete a contract?                        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Have you ever been terminated from a contract?             | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |
| Have you ever had your license revoked or suspended?       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="text"/>                     |

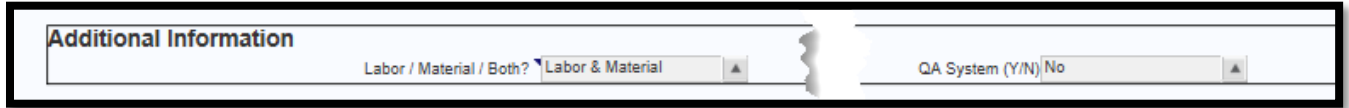
- 3. Complete the *References* section. If you would like to provide more than 3 references you can click on **[Add Row]**.

| References    |   |               |  |
|---------------|---|---------------|--|
| Company Name: | <input type="text" value="Company 1"/>          | Contact Name: | <input type="text" value="A.B. Smith"/>            |
| Address:      | <input type="text" value="123 Lakeview Road"/>  | E-mail:       | <input type="text" value="jsweltsch@mcgough.com"/> |
| City:         | <input type="text" value="St. Paul"/>           | State:        | <input type="text" value="MN"/>                    |
| Zip:          | <input type="text" value="55113"/>              | Phone:        | <input type="text" value="555-222-2346"/>          |
| Company Name: | <input type="text" value="Company 2"/>          | Contact Name: | <input type="text" value="K.T. Jones"/>            |
| Address:      | <input type="text" value="456 Johnson Avenue"/> | E-mail:       | <input type="text" value="jsweltsch@mcgough.com"/> |
| City:         | <input type="text" value="St. Paul"/>           | State:        | <input type="text" value="MN"/>                    |
| Zip:          | <input type="text" value="55113"/>              | Phone:        | <input type="text" value="555-222-4807"/>          |
| Company Name: | <input type="text" value="Company 3"/>          | Contact Name: | <input type="text" value="M.T. Bucket"/>           |
| Address:      | <input type="text" value="789 4th Street SW"/>  | E-mail:       | <input type="text" value="jsweltsch@mcgough.com"/> |
| City:         | <input type="text" value="St. Paul"/>           | State:        | <input type="text" value="MN"/>                    |
| Zip:          | <input type="text" value="55113"/>              | Phone:        | <input type="text" value="555-222-7894"/>          |

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

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1. Complete the *Additional Information* Section.

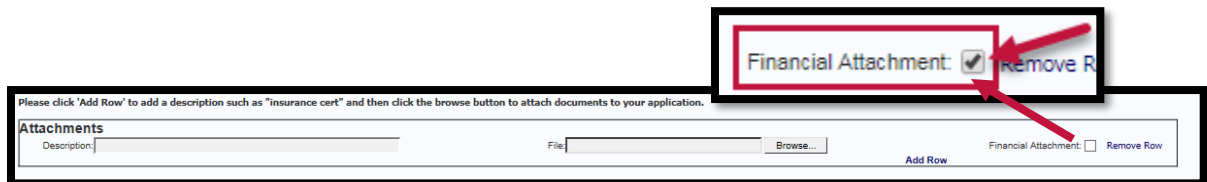


- a. **Labor / Material / Both?** Does your company provide Labor Only? Does your company provide Materials Only? or Does your company provide both Labor and Materials? Please select which is appropriate.
- b. **QA System?** Does your company have a QA/QC system or program? Select the appropriate response from the dropdown list. Don't forget to upload your QA/QC Manual to the attachments section.

2. **ATTACHMENTS** - Click **[Add Row]** to add attachments.



- a. Enter a description for each attachment.
- b. Once you upload the file will disappear but the file name should appear on your screen.
- c. Remember to click the box next to *Financial Attachment* when attaching your financial statements. This will ensure their confidentiality.



- d. The following items should be attached:
  - i. Completed and Signed W-9 form
  - ii. Any Certifications (MBE, WBE, etc.)
  - iii. Certificate of Insurance (including endorsements)
  - iv. EMR Letter of Verification (3-year history)
  - v. OSHA 300 and 300A Form (3-year history)
  - vi. Safety Manual (compressed PDF format)
  - vii. Letter of Bondability/Bonding Capability
  - viii. CPA Prepared Financial Statement
    - **NOTE: Financial Statements are uploaded to a secure site to which only McGough's Prequalification Financial Reviewer has access.**
  - ix. QA/QC Manual (compressed PDF format)

Click the **[Next]** button to proceed with the application.



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1. A summary of all information entered will be provided. Please review this for accuracy. By clicking the **[Previous]** button shown either at the top or bottom of the page allows the user to go back to the desired section and update the previously entered information.
2. **PLEASE PRINT A HARD COPY OF THE APPLICATION TO RETAIN FOR YOUR RECORDS.**

When complete, click the **[Submit]** button to submit to McGough for processing. Once submitted, you can no longer access the form.