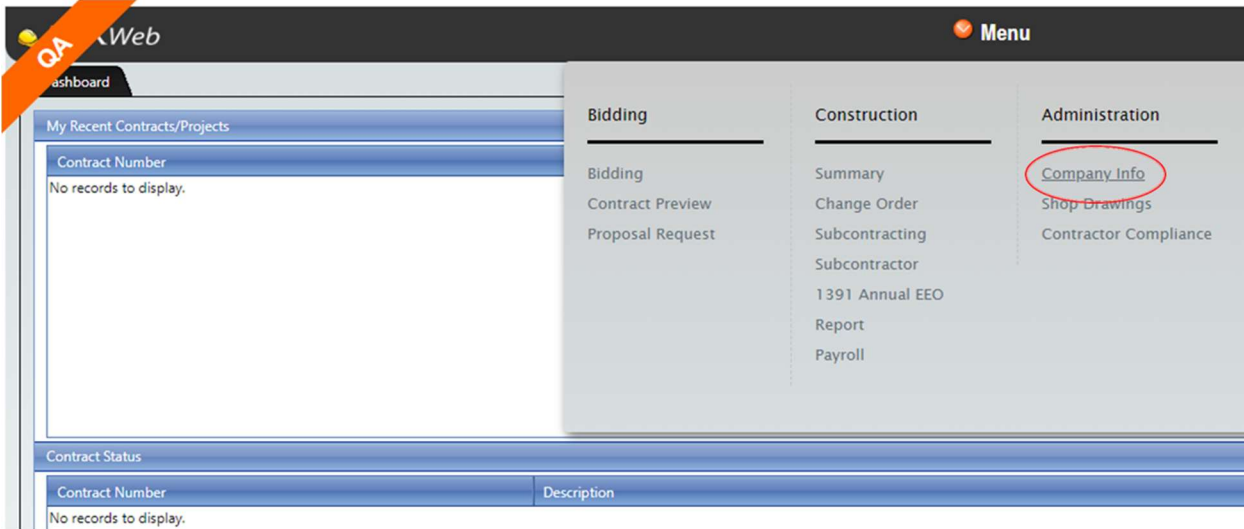


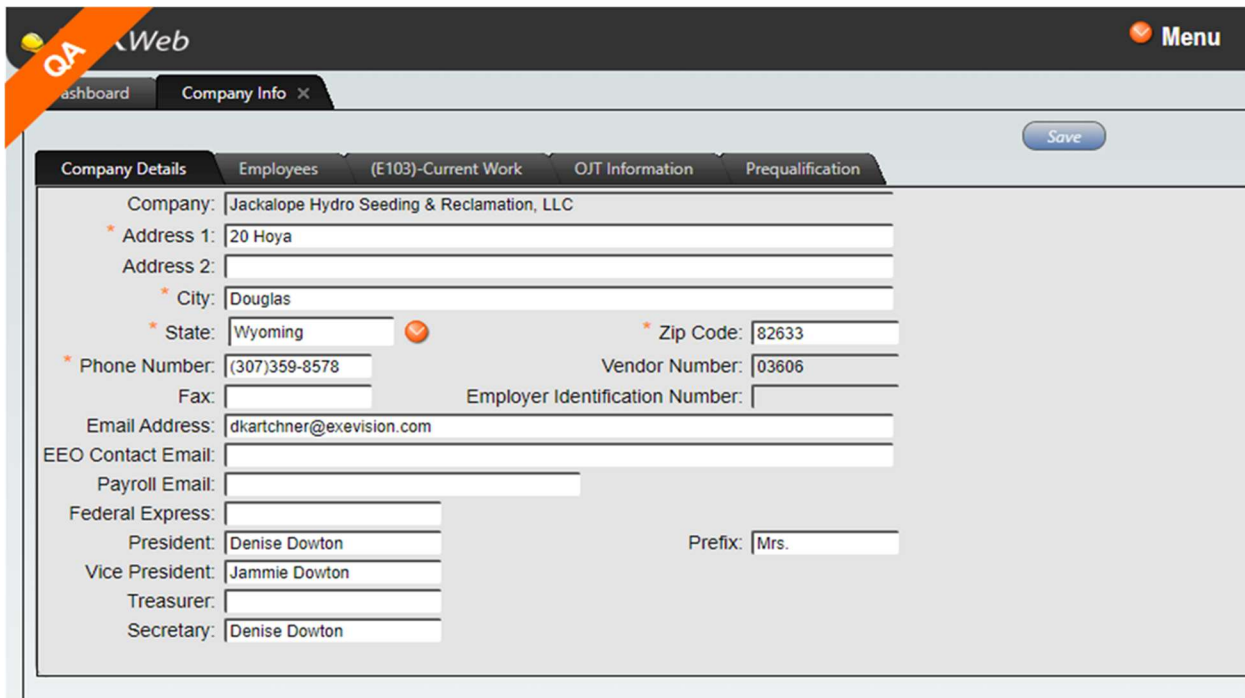
# ICX Contractor Prequalification

Only users with Administrator or Bidding access will be able to complete the prequalification.

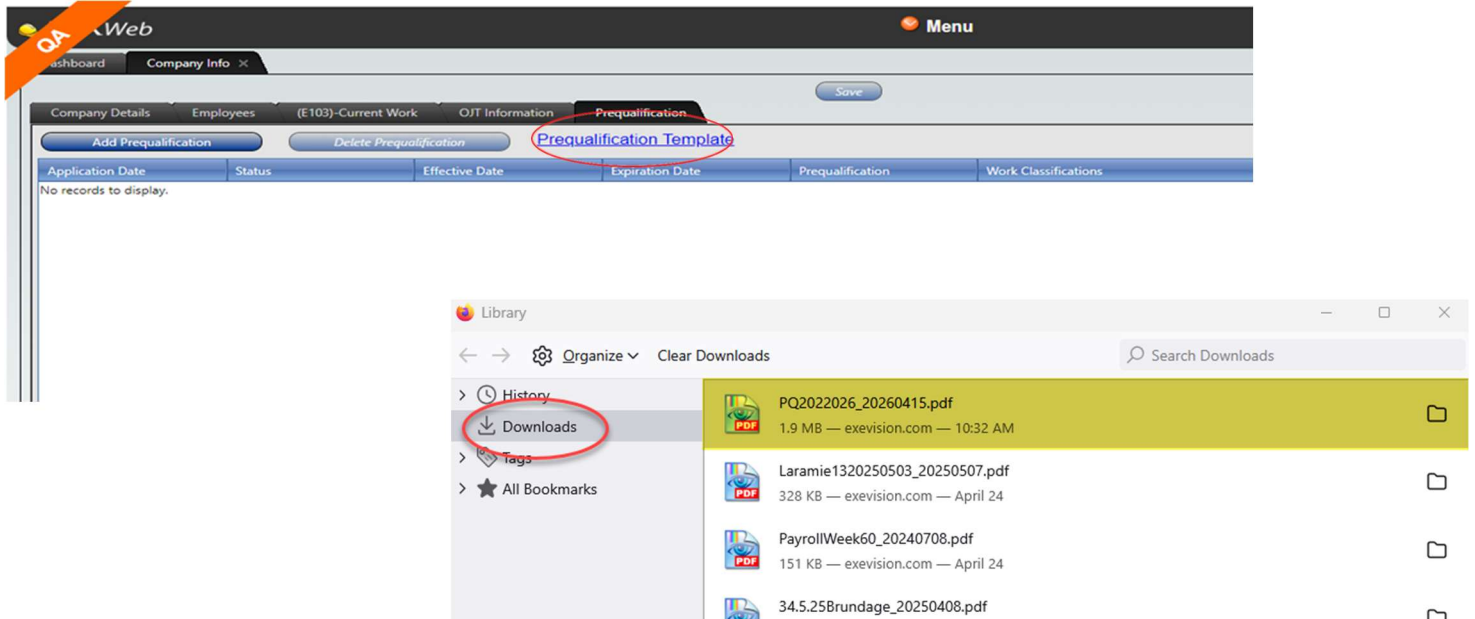
Select the Menu drop down and select "Company Information"



Once the company information opens click on the "Prequalification Tab"



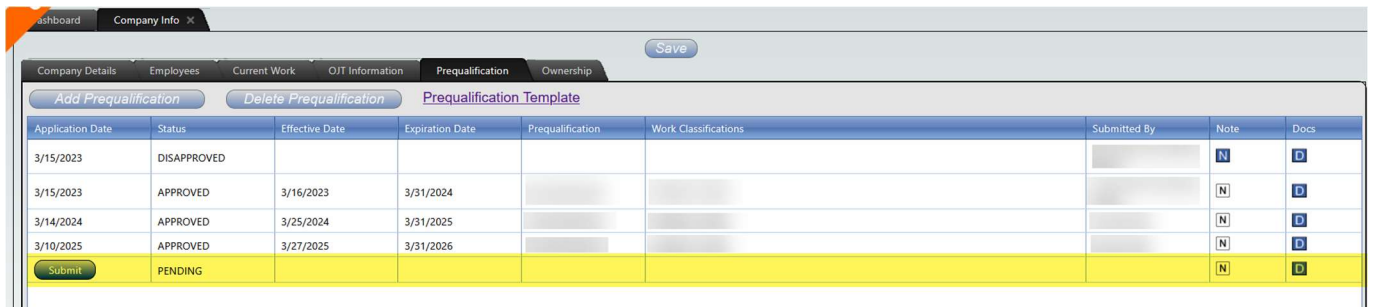
Click on the "Prequalification Template". The most current PQ-2 Questionnaire pdf form will download. Save the file "Save As" to your computer so you can fill it out and upload the completed pdf back into your prequalification request..



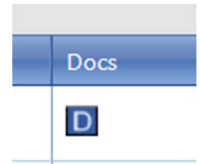
Once you have completed the PQ-2 Questionnaire and saved it, you will need to open the prequalification page again and select the "Add Prequalification" button to begin the prequalification process. This is the same step for renewing a prequalification. They are treated as new requests each time.



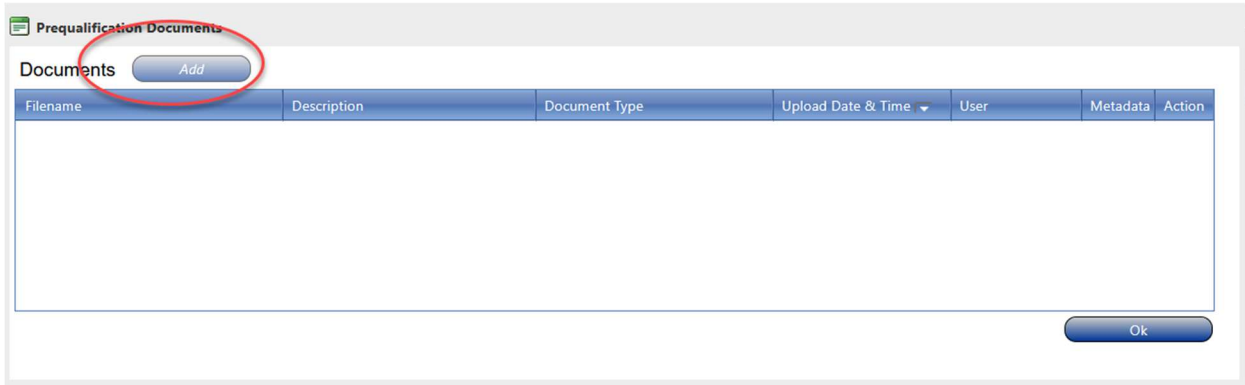
For renewals you will see the full history of requests for your company.



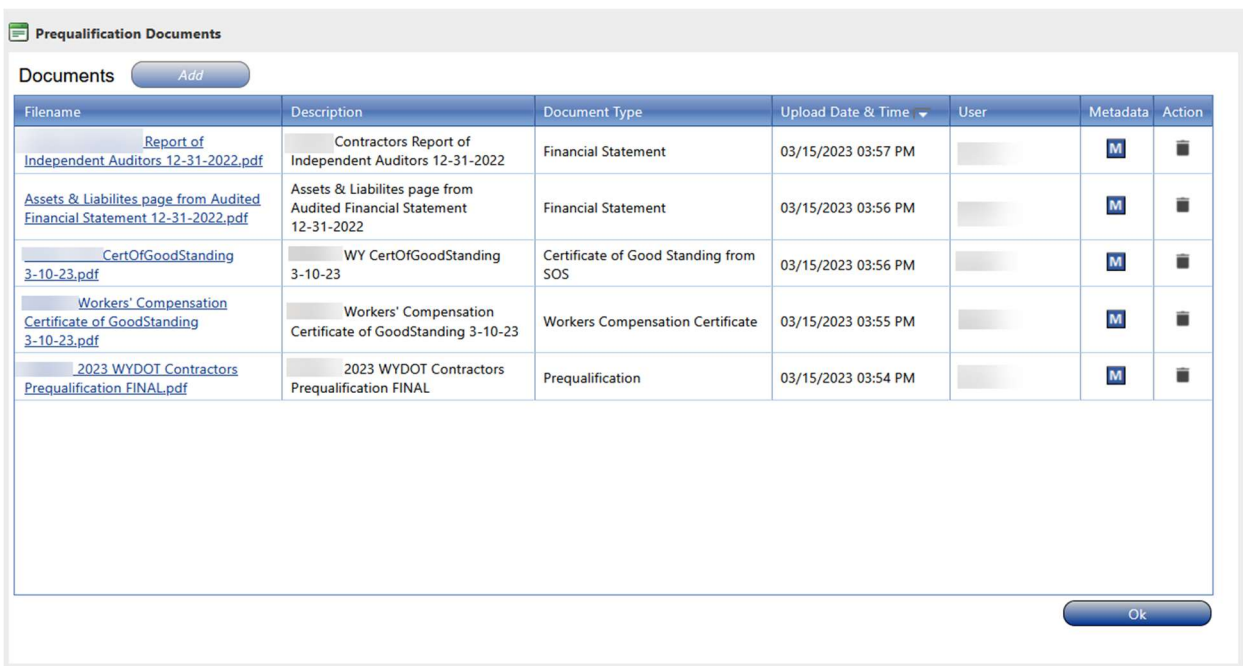
To upload the required documentation click on the document button in the upper right hand corner.



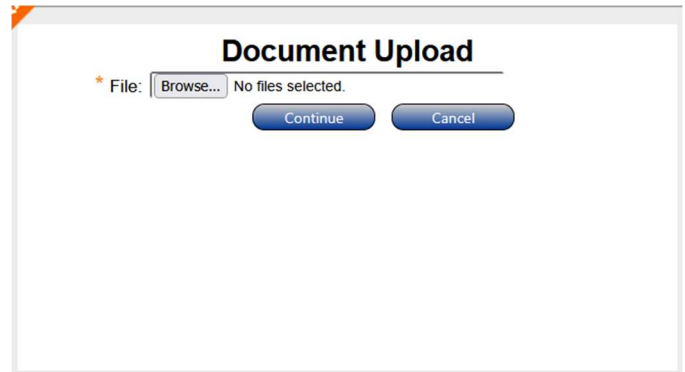
The Prequalification Documents box will open.



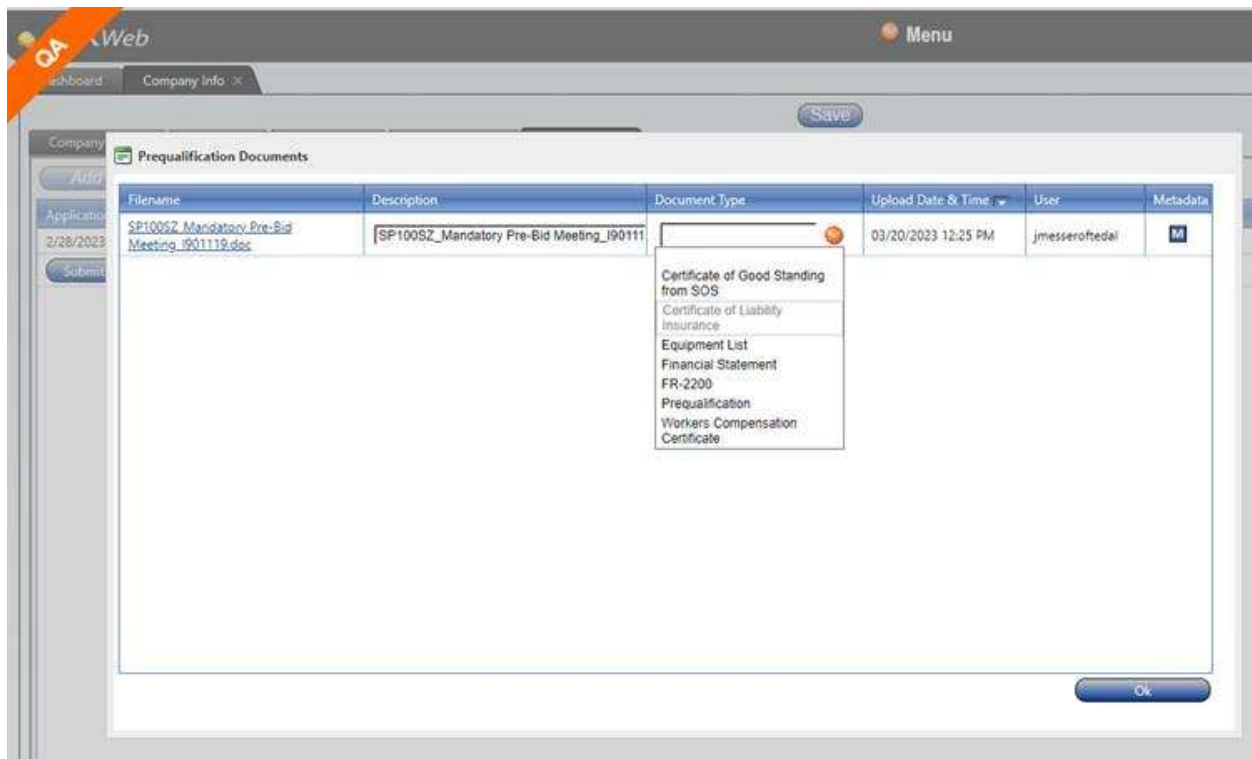
Select "Add" to upload documents. Documents can be added individually or as 1 full scanned together as one pdf document. Just be sure All required documents as noted in the PQ-2 are uploaded for prequalification consideration.



The File Browser Box will open. Click Browse or drag and drop your files - "Continue".



Once your file(s) have been uploaded and you will need to choose which "Document Type" they are. If you download all documents as one pdf select "Prequalification"



Once you have uploaded all of the documents and chosen which type they are click on the "OK" Button to save.

After you have uploaded all of the required documents, click on the “Submit” button. Once the submittal has been sent the request will be locked for WYDOT review



Additional required documentation that will need to be uploaded:

- “Certification of Good Standing” from the state your company is registered in if your company does not reside in Wyoming
- Either proof of “Workers’ Compensation” from Wyoming if you are registered in Wyoming or your Certificate of Liability Insurance listing Workers Compensation coverage for out of state companies..
- Current Financial Statement - Dated within 15 months of the prequalification period. For Example Financial Reports dated December 31, 2025 - will expire March 31, 2027. This represents 1 full year plus a 3 month grace period to receive reports back from the accounting firm.
- **DO NOT** attach a generated equipment list. Equipment must be submitted using the work sheets included in the PQ-2
- 

Once submitted, an automatic email will be sent notifying our office that a prequalification has been sent for review.

Status will be “Submitted” until the prequalification has been reviewed. Your status will change after we have either approved or disapproved your prequalification. You will be notified by automatic system email and your status will indicate which action has taken place.

If your prequalification has been approved your email will serve as your official approval letter. If your prequalification was disapproved your notification will reference the reasons why it was disapproved. In this case you will have to start a new prequalification (See step 1). Remember to upload ALL of the documents that are required for each new submittal.

The automatic email notifications will be sent back to the person who submitted the prequalification and the main company email address(es) listed in your company details tab.