

**Resource Directory (RD) 2: Models**

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▶ **RD2.5 PREQUALIFICATION EVALUATION, POINT SYSTEM**

(see [I]:4.3.2)

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[PROJECT NAME]

Project Number: [ ]

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(Contractor Name)

**Prequalification Summary:**

Total points, required: \_\_\_\_\_

Total points, actual: \_\_\_\_\_

**Prequalified:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Signature of Evaluators:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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(cont.)

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
<b>1. License</b>			
	Has { } code license (minimum).		1
	Does not have { } code license.		NPQ*
<b>2. Construction Experience</b>			
	Number of projects submitted by contractor costing more than \$ { }, completed between { DATE } and { DATE }:  0-1 2 (minimum) 3 4-6 7-10		NPQ 1 3 5 10
	Completion Record. Based upon information received from contractor regarding days past completion date, rate contractor's average on-time performance on qualifying projects.  0-20 days 21-35 days 35 plus days		6 3 1

\*"NPQ" denotes "Not Prequalified."

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<b>3. Financial Data</b>									
<b>Financial Statement Evaluation Matrix</b>									
Contractor's Name: _____									
Not Prequalified _____ Meets Minimum Criteria _____ Exceeds Minimum Criteria _____ (Refer to Rating Instructions attached)									
Financial Ratios	Ratio Calculation	Previous Fiscal Year	Ratio	Most Recent Quarter	Ratio	Next Most Recent Quarter	Ratio	Average Ratio	Rating
1. Current Ratio	Current Assets								
	Current Liabilities								
2. Debt Ratio	Total Debt								
	Total Net Worth								
<b>TOTAL</b>									

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▶ **RD2.5 PREQUALIFICATION EVALUATION, POINT SYSTEM (cont.)**

**3. Financial Data (cont.)**

**Financial Statement Evaluation Matrix - Rating Instructions**

- A. Calculate each ratio for each reporting period as noted.
- B. Average each ratio over the reporting periods.
- C. Assign points to each average ratio per the following Table<sup>(1)</sup>:

1. Current Ratio Assets/Liabilities	Less than 1	NPQ
	1 to 1.25	1 Point
	Over 1.25	3 Points
2. Debt Ratio Debt/Net Worth	Over 35%	0 Point
	30% to 35%	1 Point
	Under 30%	3 Points

<sup>(1)</sup>Note: Reference for Points Allocation: Central Financial Management Activities, Financial Survey 1989 of Construction Industry

- D. Add points obtained on each ratio and assign rating as follows:

Total Points	Rating
Less than 1	NPQ - Applies to Ratio 1 only
1 Point	NPQ
2 Points	2
4 Points	4
6 Points	6

- E. Report the final rating on previous page.

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No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
<b>4.</b>	<b>Safety</b>		
a.	Based on the firm's workers' compensation Experience Modification Factor (EMF):  EMF is greater than [REDACTED]. EMF is [REDACTED] (minimum). EMF is less than [REDACTED]. EMF is less than [REDACTED].		NPQ 1 2 3
b.	Safety program:  No program submitted. Does not meet minimum requirements. Meets minimum requirements.		NPQ NPQ 1

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(cont.)

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points																				
<b>5.</b>	<b>Arbitration and Litigation History</b>																						
a.	<p>University or Surety Claims: From information submitted by contractor, determine Percentage of Recovery and Percentage of Claims Frequency for claims made by University or sureties against bidder or general contractor component on projects listed in Form A since [DATE] which exceeded \$[ ].</p> <ol style="list-style-type: none"> <li>1) Percentage of Recovery shall be the total dollar amount recovered by University or sureties for all claims meeting the above-specified criteria, divided by the total dollar amount claimed by University or sureties.</li> <li>2) Percentage of Claims Frequency shall be the total number of claims meeting the above-specified criteria asserted by University or sureties, divided by the total number of Qualifying Projects.</li> </ol> <p>After determining the Percentage of Recovery and the Percentage of Frequency, use the Table below to determine the actual points.</p> <table border="1" data-bbox="386 1204 1144 1537"> <thead> <tr> <th></th> <th colspan="3">% of Recovery</th> </tr> <tr> <th>% of Claims Frequency</th> <th>67% to 100%</th> <th>34% to 66%</th> <th>0% to 33%</th> </tr> </thead> <tbody> <tr> <td>33% - 100%</td> <td>NPQ</td> <td>1</td> <td>3</td> </tr> <tr> <td>6% - 32%</td> <td>1</td> <td>2</td> <td>4</td> </tr> <tr> <td>0% - 5%</td> <td>3</td> <td>4</td> <td>6</td> </tr> </tbody> </table> <p style="text-align: center;">Maximum points allowable: <u>6</u></p>		% of Recovery			% of Claims Frequency	67% to 100%	34% to 66%	0% to 33%	33% - 100%	NPQ	1	3	6% - 32%	1	2	4	0% - 5%	3	4	6		6
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(cont.)

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points																				
<b>5.</b>	<b>Arbitration and Litigation History (cont.)</b>																						
b.	<p>Contractor Claims: From information submitted by bidder, determine Percentage of Recovery and Percentage of Claims Frequency for claims made by bidder or general contractor component against University on projects listed in Form B since {DATE} which exceeded \$[REDACTED].</p> <p>1) Percentage of Recovery shall be the total dollar amount recovered by contractor on all claims meeting the above-specified criteria, divided by the total dollar amount of all claims asserted by contractor meeting the above-specified criteria.</p> <p>2) Percentage of Claims Frequency shall be the total number of claims meeting the above-specified criteria asserted by contractor, divided by the total number of Qualifying Projects.</p> <p>After determining the Percentage of Recovery and the Percentage of Frequency, use the Table below to determine the actual points.</p> <table border="1" data-bbox="386 1166 1138 1499"> <thead> <tr> <th></th> <th colspan="3">% of Recovery</th> </tr> <tr> <th>% of Claims Frequency</th> <th>0% to 33%</th> <th>34% to 66%</th> <th>67% to 100%</th> </tr> </thead> <tbody> <tr> <td>33% - 100%</td> <td>NPQ</td> <td>1</td> <td>3</td> </tr> <tr> <td>6% - 32%</td> <td>1</td> <td>2</td> <td>4</td> </tr> <tr> <td>0% - 5%</td> <td>3</td> <td>4</td> <td>6</td> </tr> </tbody> </table> <p>Maximum points allowable: <u>6</u></p>		% of Recovery			% of Claims Frequency	0% to 33%	34% to 66%	67% to 100%	33% - 100%	NPQ	1	3	6% - 32%	1	2	4	0% - 5%	3	4	6		6
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(cont.)

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
<b>6. Surety</b>			
a.	From listing submitted by contractor listing names of sureties, determine number of times contracts were taken over by surety since (DATE):  One or more. Never (minimum).		NPQ 4
b.	From declaration by surety, can contractor obtain minimum bonding?  No _____ Yes _____		NPQ 1
<b>7. Insurance</b>			
a.	From statement submitted by contractor, can contractor obtain minimum General Liability insurance?  No _____ Yes _____		NPQ 1
	Automobile liability in minimum amount?  No _____ Yes _____		NPQ 1

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(cont.)

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
b.	Letters from insurance company:  No letter. Does not meet limits. Meets limits.		NPQ NPQ 1
<b>8. Quality Assurance</b>			
	Quality assurance program submitted:  No _____ Yes _____		NPQ 1
<b>9. Disqualification</b>			
a.	Is contractor currently disqualified from UC projects?  No _____ Yes _____		0 NPQ
b.	Is contractor currently disqualified by other University?  No _____ Yes _____		0 NPQ
<b>10. Quality Roster (Not rated)</b>			

Go to Summary Work Sheet on next page.

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(cont.)

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**PREQUALIFICATION EVALUATION SUMMARY WORK SHEET**

CATEGORY	Maximum Assignable Points	Actual Points	Minimum Points
<b>1. License</b>	1		1
<b>2. Construction Experience</b>			
a. Total amount	10		2
b. Completion record	6		
<b>3. Financial Data</b>	6		2
<b>4. Safety</b>			
a. EMF	3		1
b. Program	1		1
<b>5. Claims History</b>			
a. By University	6		1
b. By contractor	6		1
<b>6. Surety</b>			
a. Complete work	4		4
b. Bonding capacity	1		1
<b>7. Insurance</b>			
a. Limits			
• General liability	1		1
• Auto liability	1		1
b. Declaration	1		1
<b>8. Quality Assurance Program</b>	1		1

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CATEGORY	Maximum Assignable Points	Actual Points	Minimum Points
<b>9. Prior Disqualification</b> a. By University of California b. By other University	0.00		0.00
<b>10. Staff Roster</b> <span style="float: right;">(Not Rated)</span>			
<b>TOTALS</b>	<b>50*</b>		
*Total points to prequalify are {NUMBER} points. And individual category points must meet point minimums or bidder is not prequalified.			