

New York, Department of Education

Website:

<http://www.nycenet.edu/Offices/SCA/DoingBusiness/Prequalification/default.htm>

Prequalification

GENERAL INFORMATION

The New York City School Construction Authority (SCA) was created in 1988 by the New York State Legislature for the purpose of constructing and renovating educational facilities throughout the five boroughs. Firms wishing to work with the SCA must first be prequalified with the Authority. The SCA enters into numerous contracts with general contractors, architects, engineers, trade contractors, consultants and vendors. The prequalification process is designed to ensure that firms who are competing for SCA jobs are qualified and financially capable of performing the work required. All firms seeking prequalification must complete the [SCA Prequalification Application](#).

A comprehensive review of the applicant firm's Prequalification Application includes, but is not limited to, consideration of the following:

- Experience
- Quality and timeliness of past performance
- Financial capability (where applicable)
- Reliability and responsibility
- Safety record
- Compliance with equal employment requirements including, LBE, MBE and WBE programs
- Compliance with wage, hour and other fair labor standards
- Enrollment in New York State Department of Labor approved apprenticeship training programs for those trades in which applicant seeks prequalification*
- Integrity of the firm, its key people, affiliates current and past owners and principals.

A copy of the Prequalification Application with instructions and explanations is available on this Web Site. Firms seeking to be prequalified in specialized areas such as Construction Management, Architecture and/or Engineering, as well as Asbestos or Environmental work, and testing laboratories must submit a completed "Qualification Statement" along with the Prequalification Application. Copies of each of these forms are available on this Web Site.

A hotline, manned by qualification specialists, is available to answer any questions regarding the Prequalification Application. The hotline telephone number is (718) 472-8777. In addition, you may visit the Contractor Qualification Unit, Monday through Friday, between 9:00 a.m. to 4:00 p.m. for individualized assistance with the Prequalification Application.

*The SCA requires Applicants to provide verifiable proof of such enrollment, at the time of application, as a condition of Prequalification for amounts of \$1,000,000 or greater. An exception exists for those firms whose participation in SCA projects is exclusively through the SCA Mentor Program.

