**Electronic Pre-Qualification**

*Copy/Paste the following text into the RFQ document as appropriate.*

**General**

Request for Pre-Qualification (RFQ) and Statement of Qualifications (SOQ) documents are available online at [www.Projectdog.com](http://www.Projectdog.com). Enter the Project Code **XXXXXX** in the project locator box and select “Acquire Documents” to download documents. Respondents must have an active online account on www.Projectdog.com to acquire documents, receive project notifications, and to submit SOQs electronically.

**SOQ Preparation and Submission Guidelines**

1. Statements of Qualifications (SOQ) shall be submitted electronically at www.Projectdog.com. Hard copies will not be accepted by the Awarding Authority. Tutorials and instructions are available online at www.Projectdog.com. For assistance, contact Projectdog Inc. at 978.499.9014.
2. All required forms must be completed, combined, and submitted in a single, unrestricted PDF formatted file. The Respondent must fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF).
3. The Respondent shall access the Projectdog.com E-Bidding System by entering the Project Code **XXXXXX** in the project locator box and then selecting “Sub E-Bid” from the project’s “Project Details” page. Select “GO” from the Bidding Trades table to continue on to the SOQ Submission page.
4. Respondents may upload (“Add File” or “Replace File”), review (“View File”), submit (“Submit my E-Bid”), or retract (“Retract my E-Bid”) their SOQ at any time prior to the designated deadline. The server clock is displayed on the project’s E-Bidding page and is the time of record. **Respondents must select “Submit my E-Bid” prior to the designated deadline to officially submit their SOQ online.** Once submitted, the SOQ cannot be edited. To modify a submitted SOQ, Respondents must retract the submission, make any necessary changes, and then upload (“Replace File”) and submit their updated SOQ package. Upon submitting or retracting their SOQ, Respondents will receive a convenience e-mail for informational purposes only. Respondents are encouraged to contact Projectdog if the email is not received.
5. Any amendment to the RFQ shall be issued through written addenda and posted to the Projectdog website accompanied by e-mail notification to every individual or firm on record as having received the RFQ documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda. Failure of any Respondent to receive any addendum shall not relieve such Respondent from any obligation imposed by such addendum. Each Respondent shall be required to acknowledge and certify receipt of addenda on the appropriate SOQ Submission Form.
6. Respondents are strongly encouraged to review (“View File”) and confirm online that their SOQ package has been submitted successfully. Timely submission of SOQs shall be the full responsibility of the Respondent. It is also the Respondent’s responsibility to ensure that their submission is 100% true, complete, and accurate.
7. Any submission may be withdrawn (retracted) prior to the designated deadline by selecting “Retract My E-Bid” from the project’s E-Bidding page. Upon retracting, the Respondent will receive a convenience e-mail for informational purposes only. It is the Respondent’s responsibility to confirm online that their SOQ has been retracted successfully.

**Electronic Interest Survey Submission** *(Replaces Part Two: Trade Contractor SOQ Application Forms/Schedules – Form 1, RFQ Interest Form)*

All firms interested in responding to this RFQ must complete the RFQ Interest Survey online at [www.Projectdog.com](http://www.Projectdog.com) prior to the submission deadline.

## Log in to www.Projectdog.com or select “[Sign Up](https://www.projectdog.com/SignUp.aspx)” to create a new account,

## Enter Project Code XXXXXX in the project locator box,

## Select “Survey” from the project’s “Project Details” page,

## Click the “Yes” radio button for “WILL YOUR FIRM RESPOND TO THIS RFQ?” and for area(s) of Interest,

## Select “Save” to submit the Interest Form.

**RFQ Response Checklist Items** *(the following items may be added to the RFQ Response Checklist)*

* Did you complete and submit the RFQ Interest Survey online at [www.Projectdog.com](http://www.Projectdog.com)?
* Did you upload your SOQ package with ALL required information electronically at [www.Projectdog.com](http://www.Projectdog.com)? **Did you remember to select “Submit my E-Bid”** **prior to the designated deadline to officially submit your SOQ package online?**