

## **Contractor's Frequently Asked Questions For Prequalification**

**1. What do I use for my Fiscal Year dates?**

These are the dates associated with your Fiscal Year. They should be the dates of your most recent completed fiscal year.

**2. How long does it take to process my Prequalification?**

It will take at least 14 days from the date it was received to process and post on our website.

**3. Will I receive notification of when my Prequalification is processed?**

No. You will need to check the Prequalified Contractors (PDF) on HQ Construction website to verify that your company is listed.

**4. How long will I remain prequalified?**

You will remain prequalified until one year after the end of your Fiscal Year as listed on page one. Upon expiration, a new prequalification form must be submitted.

**5. Is there a grace period after my expiration date?**

Yes. There is a 90-day grace period following your expiration date. It is strongly encouraged to submit your new prequalification forms as soon as possible after your expiration date to avoid any future delays.

**6. What should I do if my business name has changed?**

You will need to complete and submit a new prequalification form including the new information.

**7. Does every question/blank have to be answered?**

Yes. Even if it does not apply, use N/A on that question (no blanks allowed).