



## OFFICE OF BOARDS AND COMMISSIONS (OBC) PREQUALIFICATION FACT SHEET FOR **CONSULTANTS**



### Who must be Prequalified?

**All firms** must complete the Standard Form (SF) 254 Architect-Engineer and Related Services Questionnaire even those not found under the categories for the following: **Architecture, Construction Management, Engineering, Landscape Architecture, Property Line Survey, Surveying Firms and Consultants for Related Services** intending to bid and provide professional services for the City of Baltimore on contracts in the amount of \$50,000 or greater.

### Who approves Prequalification?

- OBC provides recommendation of a firms' approval.
- The City's Board of Estimates (BOE) grants final approval.

### Difference between Prequalification and M/WBE Certification:

- **Prequalification Certificate** verifies a firm's ability to self-perform their work, through review of its professional experience and backlog of existing contracted work.
- **M/WBE Certification** is a process whereby the Minority and Women's Business Opportunity Office (MWBOO) in the City's Law Department verifies the legitimacy of a firm seeking a City classification as a Minority- and/or Woman-Owned Enterprise. MWBOO can be reached at **410-396-4355** and or: <http://law.baltimorecity.gov/minority-and-womens-business-opportunity-office>

### When must a consultant be prequalified?

- Prime Consultants AND Subcontractors firms must be prequalified **at the time of proposal submittal.**

### Where can you apply for prequalification?

Submit a completed Consultant Application (SF254) and appropriate documentation to:  
Office of Boards and Commissions  
4 S. Frederick St., 4<sup>th</sup> Floor  
Baltimore, Maryland 21202  
**410-396-6883**

#### DOWNLOAD APP

<http://dpwapps.baltimorecity.gov/prequalmobile/>



### Is there a fee?

- **Currently, there is no fee for consultants** to become prequalified.

### How long is the prequalification process start to finish?

Consultants should allow a minimum of 35 business days for all applications.

**An incomplete application and references are the primary cause for delay.**

### How often am I required to renew my prequalification?

Prequalification for **Consulting Firms expires One (1) year** from BOE approval date. Prequalification for a **Consulting Firms renewal** is required annually.