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## ***Getting Started – Contractor Annual Prequalification System (CAPS)***

To be prequalified as a vendor for the University of Illinois, contractors must register via the Contractor Annual Prequalification System (CAPS) annually. Before applying for prequalification, vendors must first be registered with the Vendor Services Application (VSA). Following is preliminary information, a list of the divisions of work, and steps to complete the prequalification process.

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### **State of Illinois Requirements**

To bid on State of Illinois public university contracts, all vendors must:

- Show legal entity authorization to do business in Illinois by the Illinois Secretary of State
- Register with the Illinois State Board of Elections
- Hold a current Illinois Department of Human Rights (IDHR) Bidder Eligibility Number
- Completed the Certification and Statutory Requirements Form
- Completed the Financial Disclosures and Conflict of Interest Form

### **Necessary Information**

Following is a list of information needed to complete the prequalification process:

- U.S. Department of Labor's Bureau of Apprenticeship and Training Program number.
- A list of key persons in your firm who hold 5% or more ownership in the company, regardless of title or position.
- Names and titles of parties authorized to sign bids, proposals, or contract documents.
- Number of full-time, non-labor employees, including management, clerical, supervisory, and technical people working for your company.
- All names used by the company to do business in the past five years, with dates.
- Key persons and any other occupations or businesses (other than construction companies) in which they are currently engaged.
- Identify all firms in which key persons of this firm have been employed during the past five years and provide the dates of employment.
- Company's Business Volume (in dollars) for the past fiscal year.
- Number of Years the company has been in business.
- Number of Years under present ownership.
- Performance and Payment Bond Surety information with the surety's A.M. Best rating.
- A Summary of Work Experience for Your Firm, including both relevant work experience, and current and pending projects.
- A copy of your substance abuse prevention program, which must adhere to the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265).

For assistance, please contact your Prequalification Officer:

UIUC – LaTonya Webb – 217-244-6738

UIC – Maria Gaona – 312-996-2525

UIS – Lara Martin – 247-206-8360

## Steps to Complete the Prequalification Process

<i>To Be Prequalified with the University of Illinois</i>	
<b>Step</b>	<b>Task</b>
1.	Navigate to <a href="http://www.uocpres.uillinois">www.uocpres.uillinois</a> , land on <b>Applications</b> , select <b>CAPS (sign in)</b>
2.	Login to the <i>Contractor Annual Prequalification System (CAPS)</i> <ul style="list-style-type: none"> <li>• Remember – you must first be registered in VSA</li> <li>• The VSA username and password will be used for CAPS and PRZM</li> </ul>
3.	Under the <i>Prequalification Profile</i> section, select the <b>[Create Prequalification]</b> link; note the additional sections for: <ol style="list-style-type: none"> <li>a. <i>User Information</i> <ul style="list-style-type: none"> <li>▫ [Edit User Profile]</li> <li>▫ [Edit Vendor Profile]</li> </ul> </li> <li>b. <i>Organizational Profile</i> <ul style="list-style-type: none"> <li>▫ Registered Users</li> <li>▫ [View Organization]</li> <li>▫ [Add User]</li> <li>▫ [Add Organization]</li> </ul> </li> </ol>
4.	Under <b>Division of Work</b> , click the drop-down and choose the <i>Division</i> (see next page)
5.	Under <b>Approval Campus</b> , click the drop-down and choose the <i>Campus</i>
6.	Choose the radio button next to your <b>Legal Vendor Name</b>
7.	Click the <b>New Prequalification</b> command button; note the additional command buttons for: <ul style="list-style-type: none"> <li>• Review Prequalification</li> <li>• Populate Prequalification</li> <li>• New Prequalification</li> <li>• Cancel</li> </ul>
8.	Navigate through the prequalification process and complete the following steps on every screen: <ol style="list-style-type: none"> <li>1. <b>Read</b> the instructions</li> <li>2. <b>Complete</b> the information</li> <li>3. Click the <b>Continue</b> command button</li> <li>4. Utilize the <b>To be Completed</b> navigation column</li> </ol>
9.	Click the <b>Submit Prequalification</b> command button

### Additional Information:

- For sections that are not editable, de-select **Not Applicable**
- Enter dollar amounts using numbers only (e.g., *\$100,000 is incorrect; 100000 is correct*)
- Enter telephone numbers and fax numbers using the format of (xxx)xxx-xxxx
- Use the **Save My Progress** command button to exit without submitting
- If approved by one campus, prequalification is automatic on all campuses
- An email notification will be sent 45 and 15 days prior to annual expiration

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## Divisions of Work

Firms may be prequalified in any of the 47 categories, or divisions of work, and must submit prequalification for each:

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| Division 1 - General Work                    | Division 26 - Roofing Work                             |
| Division 2 - Plumbing Work                   | Division 27 - Site Work                                |
| Division 3 - Heating A/C Temp Control Work   | Division 28 - Structural Steel Work                    |
| Division 4 - Ventilation Work                | Division 29 - Utility Site Work-Electrical             |
| Division 5 - Electrical Work                 | Division 30 - Utility Site Work-Gas                    |
| Division 6 - Sprinkler Work                  | Division 31 - Utility Site Work-Heating                |
| Division 7 - Temperature Control Work        | Division 32 - Utility Site Work-Plumbing               |
| Division 8 - Test/Balance Work               | Division 33 - Utility Site Work-Water                  |
| Division 9 - Elevator Work                   | Division 34 - Utilities Site Work                      |
| Division 10 - Access Flooring Work           | Division 35 - Windows/Entrances Work                   |
| Division 11 - Building Signage-Interior Work | Division 36 - Telecommunications Work                  |
| Division 12 - Carpentry Work                 | Division 37 - Telecomm Copper Media Ex                 |
| Division 13 - Carpet/Resilient Flooring Work | Division 38 - Telecomm Emergency Phone                 |
| Division 14 - Ceiling Work                   | Division 39 - Telecomm Networking                      |
| Division 15 - Concrete Work                  | Division 40 - Telecomm Underground<br>Infrastructure   |
| Division 16 - Demolition Work                | Division 41 - Telecomm Wiring-Exterior                 |
| Division 17 - Drywall Work                   | Division 42 - Telecomm Wiring-Interior                 |
| Division 18 - Excavation Work                | Division 43 - Other Telecommunications Work            |
| Division 19 - Fire Protection Work           | Division 44 - Other Work                               |
| Division 20 - Flooring Work                  | Division 45 – Environmental/Asbestos<br>Abatement Work |
| Division 21 - Hardscape Work                 | Division 46 – Power Plant Work                         |
| Division 22 - Landscaping Work               | Division 47 – Kitchen Equipment                        |
| Division 23 - Masonry Work                   |  |
| Division 24 - Miscellaneous Metals Work      |  |
| Division 25 - Painting Work                  |  |