**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
- A Form A or Form B Certifications and Disclosures. The Form A and Form B Certifications and Disclosures can be found at [http://www.uocpres.uillinois.edu/contractors/contracts](http://www.uocpres.uillinois.edu/contractors/contracts)

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**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 – Corey Leslie – 217-244-2559
UIC – Ive Medina – 312-355-5429
# Steps to Complete the Prequalification Process

**To Be Prequalified with the University of Illinois**

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Navigate to <a href="http://www.uocpres.uillinois">www.uocpres.uillinois</a>, land on Applications, select <strong>CAPS</strong> (sign in)</td>
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</table>
| 2.   | Login to the Contractor Annual Prequalification System (CAPS)  
   | • Remember – you must first be registered in VSA  
   | • The VSA username and password will be used for CAPS and PRZM |
| 3.   | Under the Prequalification Profile section, select the **[Create Prequalification]** link;  
   | note the additional sections for:  
   | a.  **User Information**  
   |   | ▪ [Edit User Profile]  
   |   | ▪ [Edit Vendor Profile]  
   | b.  **Organizational Profile**  
   |   | ▪ Registered Users  
   |   | ▪ [View Organization]  
   |   | ▪ [Add User]  
   |   | ▪ [Add Organization] |
| 4.   | Under **Division of Work**, click the drop-down and choose the **Division** (see next page) |
| 5.   | Under **Approval Campus**, click the drop-down and choose the **Campus** |
| 6.   | Choose the radio button next to your **Legal Vendor Name** |
| 7.   | Click the **New Prequalification** command button; note the additional command buttons for:  
   | • Review Prequalification  
   | • Populate Prequalification  
   | • New Prequalification  
   | • Cancel |
| 8.   | Navigate through the prequalification process and complete the following steps on every screen:  
   | 1. **Read** the instructions  
   | 2. **Complete** the information  
   | 3. Click the **Continue** command button  
   | 4. Utilize the **To be Completed** navigation column |
| 9.   | Click the **Submit Prequalification** 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
Divisions of Work
Firms may be prequalified in any of the 47 categories, or divisions of work, and must submit prequalification for each:

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
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
Division 21 - Hardscape Work  Division 46 – Power Plant Work
Division 22 - Landscaping Work  Division 47 – Kitchen Equipment
Division 23 - Masonry Work  Division 48 – Structural Steel Work
Division 24 - Miscellaneous Metals Work
Division 25 - Painting Work
Division 26 - Roofing Work
Division 27 - Site Work
Division 28 - Structural Steel Work
Division 29 - Utility Site Work-Electrical
Division 30 - Utility Site Work-Gas
Division 31 - Utility Site Work-Heating
Division 32 - Utility Site Work-Plumbing
Division 33 - Utility Site Work-Water
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