**Application process:**

1. Visit [www.qualitybidders.com](http://www.qualitybidders.com) and click the green ‘Sign Up’ button on top right of screen.
2. Complete all fields and click ‘Sign Up’.
3. Go to your email account and click the ‘Confirm my account’ link on the email.
4. Return to [www.qualitybidders.com](http://www.qualitybidders.com) and log in.
5. Proceed to Step 1 (see next slide)

California Assembly Bill (AB) 1565 went into effect on January 1, 2014. AB 1565 requires ALL General Contractors and M/E/P Subcontractors be prequalified, if the contract is valued at $1 million or more and funded whole or in part with State Facility Bond funds.

This applies to the following license numbers:
- General Contractors (A and B)
- Mechanical, Engineering, and Plumbing subcontractors (C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46)

Link to law: [California Assembly Bill AB 1565](http://www.qualitybidders.com)

To get started using QualityBidders, please review the following instructions.

For technical support, please contact [support@qualitybidders.com](mailto:support@qualitybidders.com).
A Customer Support Representative will contact you shortly.
To start a new questionnaire, Contractor clicks on “Create new application” and proceeds to Step 1 – Pre-qualification.

**Step 1 – Pre-Qualification:**
- Complete contact information and enter as many licenses as needed.
- Answer five pre-qualification questions and press NEXT.
- QualityBidders reviews the answers to Step 1 and either proceeds to Step 2 or notifies you that you are not qualified to proceed.
- If any question is incomplete, Contractor can not proceed to the next step.
Step 2 – General Requirements:
- Selects business type.
- Upload required financial statements and if available, a letter verifying line of credit.
- Complete all questions about Contractor’s firm and continue to Step 3.

Note: Incomplete questions are highlighted in red and include instructions on needed action.
Step 3 – History and Performance:

- Answers question about the firm’s ownership.
- Enter the firm’s gross revenue for each of the last three years.
- Enter firm’s licenses, as applicable.
- Contractor also enters information about:
  - Disputes
  - Bonding
  - Compliance with CAL OSHA and other regulatory agencies
  - EMR rate
  - State wage violations, if any.

When section is complete, proceed to Step 4.
Step 4 – Project History:

• Enter project history information for six public works projects and three private construction projects, including references.

When section is complete, proceeds to Step 5.
Step 5 – Finish:

- Save application at anytime and return later to complete the application.
- Select appropriate District(s) Contractor wants to submit application to, and press SAVE.
- If items are incomplete, an error message will appear.
- Once incomplete items are corrected, SAVE application and return to the list of applications.
Submit Application to District(s):

- Click on the APPLICATIONS button to view a listing of all applications.
- Applications with the current status of SAVED should be checked and completed.
- Applications with the status of READY TO SUBMIT are complete and may be submitted.
- To submit a SAVED application, click SUBMIT from the Action column.

Note:
If corrections are needed:
- Click CANCEL from the Action column, status of the application is changed to READY TO SUBMIT.
- REVIEW application and make needed corrections.
- When the application is complete, click SAVE.
- Program returns Contractor to list of applications.
- To resubmit corrected application, click SUBMIT from the Action column.

Once your application has been submitted and approved by the school district, you will receive a congratulatory email from the school district.