**Section 8.8045 Processing of Prequalification and Responsibility and Renewal Applications**

a) New bidders and offerors and bidder and offerors nearing the prequalification expiration date must complete a prequalification and responsibility application, including the Financial Disclosure and Potential Conflicts of Interest forms required under Section 50-35 of the Code.

b) Processing of prequalification and responsibility applications and renewals by CDB may require up to 45 days when the application information is complete and satisfactory and references are responsive.

c) Applications for renewal will be sent approximately 60 days before the expiration of current prequalification and are available electronically on CDB's internet site at www.cdb.state.il.us. Vendors who do not receive an application are responsible for obtaining one at least 45 days prior to expiration. Vendors will be notified when information is incomplete or unsatisfactory.

d) Unless otherwise specified in writing by CDB, the term of prequalification shall be three years for contractors and 2 years for A/Es and construction managers. A shorter term of prequalification can be granted. When prequalification is granted, the vendor will be notified in writing of the expiration date, which will also be entered on CDB's electronic program. CDB may grant a shorter term of prequalification by agreement with the vendor when a determination is made that a shorter period is justified. CDB may, in its discretion, grant a longer period of prequalification when deemed appropriate in light of recent and relevant satisfactory project performance. Updated or new information, including the term of prequalification, will be entered on CDB's electronic program weekly. The electronic program will be capable of, among other things, sorting contractors by trade to produce lists of vendors in various trades. At the beginning of each month, a list of vendors whose prequalification expires in approximately 60 days will be generated.

e) Applications may be sent to CDB electronically.

f) CDB shall review and evaluate each application received, which may include one or more of the following actions:

1) Reviewing to determine whether the application is filled out in accordance with the instructions provided and is accurate and complete.

2) Contacting references or any other possible sources of pertinent information.

3) Requesting additional information from the applicant.

4) Reviewing CDB contractor performance evaluations.

5) Reviewing Financial Disclosures and Potential Conflicts of Interest and State Board of Elections Registration.

6) Meeting with the applicant at the request of CDB or the applicant.

g) CDB shall deny prequalification to any vendor that has not affirmatively demonstrated its responsibility. CDB's determination of responsibility for prequalification shall be final.