**Section 650.250 Experience Factor (EF)**

a) The Experience Factor is the cumulative dollar value of work performed in a given work category by the applicant's own forces. To be given credit for this experience, the work must have been performed either for the Department or other entity the Department considers to be a source of valid and verifiable information. The experience is the total experience of the applicant as a continuously operating entity. Credit will not be given for work performed as an owner or employee of another firm. Applicants will receive incremental credit for successfully completed work in a work category even though the contract is not completed.

b) To accurately evaluate an applicant's experience, the following shall be provided for each project.

1) The project owner's name, address (City and State) and phone number.

2) The dollar value of work performed for each work category within the project.

3) The year the work was performed.

c) Applicants requesting a work rating for the first time should list experience for a minimum of three years (if available) to assist the Department in the evaluation of their capabilities. As prequalification is renewed, and subsequent records of past experience are filed, the Department will compute the cumulative dollar value of work performed for each work category.