

Work Underway For Contractor Pre-Qualification (CPQ) SOLELY

As per Rule 14-22.006 Florida Administrative Code, all pre-qualified contractors must certify monthly the total dollar amount of ***all*** uncompleted work the contractor has underway. To do this, a Certification of Work Underway with accompanying Status of Contracts on Hand documentation must be submitted. The Status of Contracts on Hand date must be within 30 days of the monthly Certification date.

If the Status of Contracts on Hand Template is not utilized then a Word, Excel or PDF file in substantially the same format as the Status of Contracts Template must be attached.

TO SUBMIT CERTIFICATION OF WORK UNDERWAY SOLELY:

Primary Internet Subscriber Account (ISA) Account Holder:

The **Primary ISA Account** holder is the person who will complete and submit annual prequalification documentation. **This person can also submit the Certification of Work Underway.**

*Please see the “[Instructions To Complete Application](#),” **Section IV**, if you have not established a **Primary ISA Account** for your company.

1. Login to the [Contractor PreQualification \(CPQ\)](#) Application
2. Click the link “Update Work Underway” in the top right corner
3. Enter Uncompleted Work for your company, (DOT and Other)
4. Enter the Status of Contracts as of date
5. Attach the Status of Contracts on Hand
6. Click “Submit”

Work Underway Account Holder (Secondary ISA Account holder):

The **Secondary ISA Account** holder is an ***additional*** person within a company who can complete and submit the Certification of Work Underway, but cannot complete or submit the prequalification application. A Primary ISA Account must be established before a Secondary ISA Account can be established.

To Create A Secondary Account

1. Go to the [Contractor PreQualification \(CPQ\)](#) website
2. Click the link “Click here to create an account”
3. Select the second radio button titled “**Submit Work Underway**”
4. Enter the corresponding information:
 - a. Enter a complete "Email Address" (example: name@xyzconstruction.com) This email address will become your "Login" UserID to access the Work Underway Account
 - b. Select a Password Challenge Question
 - c. Enter an answer to the Password Challenge Question
 - d. Enter the My Florida Market Place Number (MFMP #) for which you are requesting access. Click “Terms of Use” and check the box “Agree” if you agree with the terms of use
 - e. Click “Create.” The system will send an email to the Primary Account holder requesting approval for the Secondary ISA
 - f. A system generated password will be sent to email address for the Secondary ISA. Enter that password exactly as shown in the email upon your first login attempt (We recommend that you copy and paste the password. The password is CASE sensitive). You will be required to change the system generated password to the one of your choice. This is a onetime process.

5. The **Primary ISA Account** holder then must login and click “Update Work Underway” link.
 - a. Click “Create Secondary Account
 - b. Enter the E-Mail Address of the Secondary Account Holder
 - c. Click “Update”
6. Have the Secondary Account Holder login.

To Perform Submittals of Work Underway

1. Login to the [Contractor PreQualification \(CPQ\)](#) Application
2. Click “Update Work Underway”
3. Enter Total Florida DOT Work Underway
4. Enter Total Other Work Underway
5. Enter the Status of Contracts as of date (mm/dd/yyyy)
6. Attach the Status of Contracts on Hand
7. Click “Submit”