Adding Official Contacts for Professional Services Prequalified Firms

The prequalification system has two types of contacts for all companies: one **primary prequalification contact** and an unlimited number of **advertisement contacts**.

There can only be a single **Primary prequalification contact**. This is the person to whom the official prequalification letter is addressed, as identified in section 2H of the Request for Qualification Package for Professional Services Consultants (375-030-01).

There can be multiple advertisement contacts. **Both the primary prequalification contact and advertisement contacts** receive several emails related to prequalification, grades, advertisements, and other miscellaneous emails.  There is no way to delineate which emails these individuals receive – both types will receive all emails.

Due to the potential access to confidential rate information in prequalification letters, additions or replacements of *Advertisement contacts* or *Primary Prequalification contacts* must be requested by one of the firm’s ***current official contacts***. If you do not know who your company’s official prequalification contacts are, please contact the [Prequalification Administrator](mailto:co.profserv@dot.state.fl.us?subject=Request%20for%20my%20firm's%20prequalification%20contacts) to have them identified (In the subject line please add “Request for my firm's prequalification contacts”).

Once that information is provided, one of the official contacts can submit an E-Mail request to add or replace a contact. To do so, the following information is required:

* The name of your company
* The new contact’s name
* The new contact’s title
* The new contact’s phone number
* The new contact’s email address
* Is this contact replacing a previous Primary prequalification contact or are they being added as an Advertisement contact?