



How to Create a Pre-Qualified List

A pre-qualified list is a list of vendors that you have vetted in advance and may be used to satisfy your procurement needs before, during, and after a disaster.

1. Determine what services or goods you need.

- If you need **services**, be specific in how you describe them.
 - For example, do you need a debris removal contractor or a contractor for the construction of a building?
- If you need **goods**, list out what goods and the quantity.
 - For example, do you need generators or do you need tarps to cover roofs? How many?

2. Identify contractors who can perform the services or supply the goods.

- Search the internet for contractors.
 - Read reviews of contractors' qualifications.
- Reach out to your contacts who have previously used contractors for the services or goods you need.
- Utilize any licensing databases.
 - For example, many states have individual licensing boards that provide information on contractors licensed in the state.

3. Establish the standard market price.

- Search the internet to compare prices for the goods or services you need.
- Consult government and industrial catalogs to determine industry standard prices.
- Compare to costs you have previously paid or costs neighboring localities have paid for the same goods or services.
- Check the [FEMA Cost Codes](#) pricing list.

4. Identify small businesses, women-owned businesses, minority businesses, and labor surplus area firms that can supply the goods or services.

- Are any of the contractors you have identified small businesses, women-owned businesses, minority businesses, or labor surplus area firms?
 - If not, search the internet for contractors who fit into these categories.
 - Search the U.S. Small Business Administration's website, [SBA.gov](#), to locate contractors who fit into these categories.
 - Use state resources that provide lists of contractors who fit these categories.

5. For the contractors you identified, check to make sure you are dealing with a responsible contractor.

- Is there evidence that the contractor has integrity?
 - Check references.
 - Look at any online reviews of the contractor.
 - Has the contractor been convicted of any crimes that would affect performance?
- Has the contractor been compliant with your state and federal policies?
 - Does the contractor follow all licensing requirements?
- Does the contractor have a good record of past performance?
 - Check references.
 - Look at any online reviews of the contractor.
- Does the contractor have adequate technical and financial resources to complete the work you need?
 - Does the contractor have the tools and resources needed to complete the work?
 - For example, did the contractor provide you with a staffing report and equipment list?
- Search the U.S. System for Award Management's website, [SAM.gov](https://www.sam.gov), to make sure the contractor is not suspended or debarred.
 - When you type in the contractor's name, does anything come up?
 - Remember, there is no requirement for the contractor to sign up on SAM.gov. Just ensure that the contractor is not suspended or debarred.

6. Once you create your pre-qualified list, check the information periodically to make sure that it is up-to-date.

- Make sure the prices are still reflective of the current standard market price.
- Is the contractor still in business?
- Is the contractor still considered responsible, or has something happened in the meantime?



Open competition

Remember, a pre-qualified list is not a contract. You must allow all qualified contractors that are not on your list to compete for your contract when you are ready to use the particular good or service.