TxDOT RESOURCE LIBRARY

TxDOT Contractor Prequalification Document Checklist

A practical organizer for road, bridge, and maintenance contractors preparing a TxDOT prequalification or annual requalification package.

Choose the correct qualification level first
TxDOT uses three levels: the Confidential Questionnaire (CQ), Bidder's Questionnaire (BQ), and Materials Supplier's Questionnaire (MQ). Only one questionnaire is submitted. The CQ generally requires audited financial statements; the BQ and MQ follow different financial-information rules. Confirm the project and qualification path before engaging a CPA.

Contractor legal name ________________________________	**Target letting date** ________________________________
Questionnaire: CQ / BQ / MQ ________________________________	**Financial statement date** ________________________________

1. Confirm the path and timing

- [ ] Confirm whether the intended project requires a Confidential Questionnaire, Bidder's Questionnaire, or Materials Supplier's Questionnaire.
- [ ] Download the current questionnaire, instructions, and TxDOT prequalification guidance rather than reusing a prior-year form.
- [ ] For a CQ, coordinate an audit by an independent CPA firm registered with the applicable state board of accountancy.
- [ ] Confirm that the financial-statement balance-sheet date will be less than one year old when submitted.
- [ ] Plan for annual requalification and TxDOT's stated review period; deliver the packet well before the letting date.
- [ ] Select one submission method only. Do not separately email, upload, and mail duplicate packages.

2. Assemble entity and authorization records

- [ ] Legal name, assumed names, entity type, formation jurisdiction, addresses, and federal tax identification information.
- [ ] Texas Secretary of State registration evidence for a corporation, LLC, or limited partnership, as applicable.
- [ ] E-Verify registration evidence when required by current TxDOT instructions.
- [ ] Ownership, officer, director, partner, member, and authorized-signer information.
- [ ] Resumes for authorized signers if the contractor is new to TxDOT prequalification.
- [ ] Disclosure of affiliates and confirmation that affiliated firms use the required aligned balance-sheet date.

3. Prepare accounting records for the CPA

For a CQ audit, give the CPA a final, reconciled set of books.

- [ ] Final trial balance, general ledger, and internally prepared financial statements for the reporting date.
- [ ] Bank, investment, credit-card, and debt reconciliations, including statements that support each balance.
- [ ] Accounts receivable aging, retainage detail, subsequent collections, and allowance or write-off support.
- [ ] Accounts payable aging, accrued expenses, payroll liabilities, taxes payable, and subsequent disbursements.
- [ ] Contract schedule showing completed and open jobs, contract values, costs, billings, gross profit, and backlog.
- [ ] Fixed-asset and depreciation schedules, titles, major purchases and disposals, and equipment debt.
- [ ] Debt agreements, lines of credit, covenant calculations, guarantees, and related collateral.
- [ ] Equity rollforward, owner contributions/distributions, related-party balances, and affiliate transactions.
- [ ] Legal matters, claims, bonding information, commitments, contingencies, and subsequent events.

4. Review the financial statement package

- [ ] Confirm the CPA report and financial statements identify the correct legal entity and balance-sheet date.
- [ ] Confirm the statements and notes are complete, internally consistent, and agree to the final questionnaire amounts.
- [ ] Review current assets and current liabilities used in net-working-capital and bidding-capacity calculations.
- [ ] Identify restricted, pledged, affiliated, related-party, or otherwise limited assets for proper presentation and disclosure.
- [ ] Confirm receivables, inventory, equipment, debt, leases, taxes, and contingencies are properly classified and disclosed.
- [ ] Resolve proposed audit adjustments before final financial statements and the questionnaire are released.

5. Complete the questionnaire and attachments

- [ ] Complete every applicable field; use 'N/A' where appropriate rather than leaving ambiguous blanks.
- [ ] Tie all financial amounts in the questionnaire to the final CPA-issued or internally supported information.
- [ ] Provide requested work history, project experience, equipment, personnel, authorization, and certification information.
- [ ] Keep attachments separate from the questionnaire and write 'see attached' where additional pages are used.
- [ ] Label files clearly and remove drafts, duplicate versions, password conflicts, and broken links.
- [ ] Retain a complete copy of the exact final package, submission evidence, and subsequent TxDOT correspondence.

Final submission check
Verify the current submission address and method on the questionnaire. TxDOT advises that all prequalification or requalification packets be received at least 10 days before the project letting. TxDOT may request corrections or additional information.

Official sources to verify

TxDOT Contractor Prequalification
TxDOT Confidential Questionnaire

Always use the current TxDOT page, questionnaire, Bulletin No. 2, and written agency instructions.

Educational-use disclaimer. This checklist is general educational information, not legal advice, a TxDOT determination, or a substitute for current agency forms and instructions. Requirements may change, and TxDOT may request additional information based on a contractor's facts.