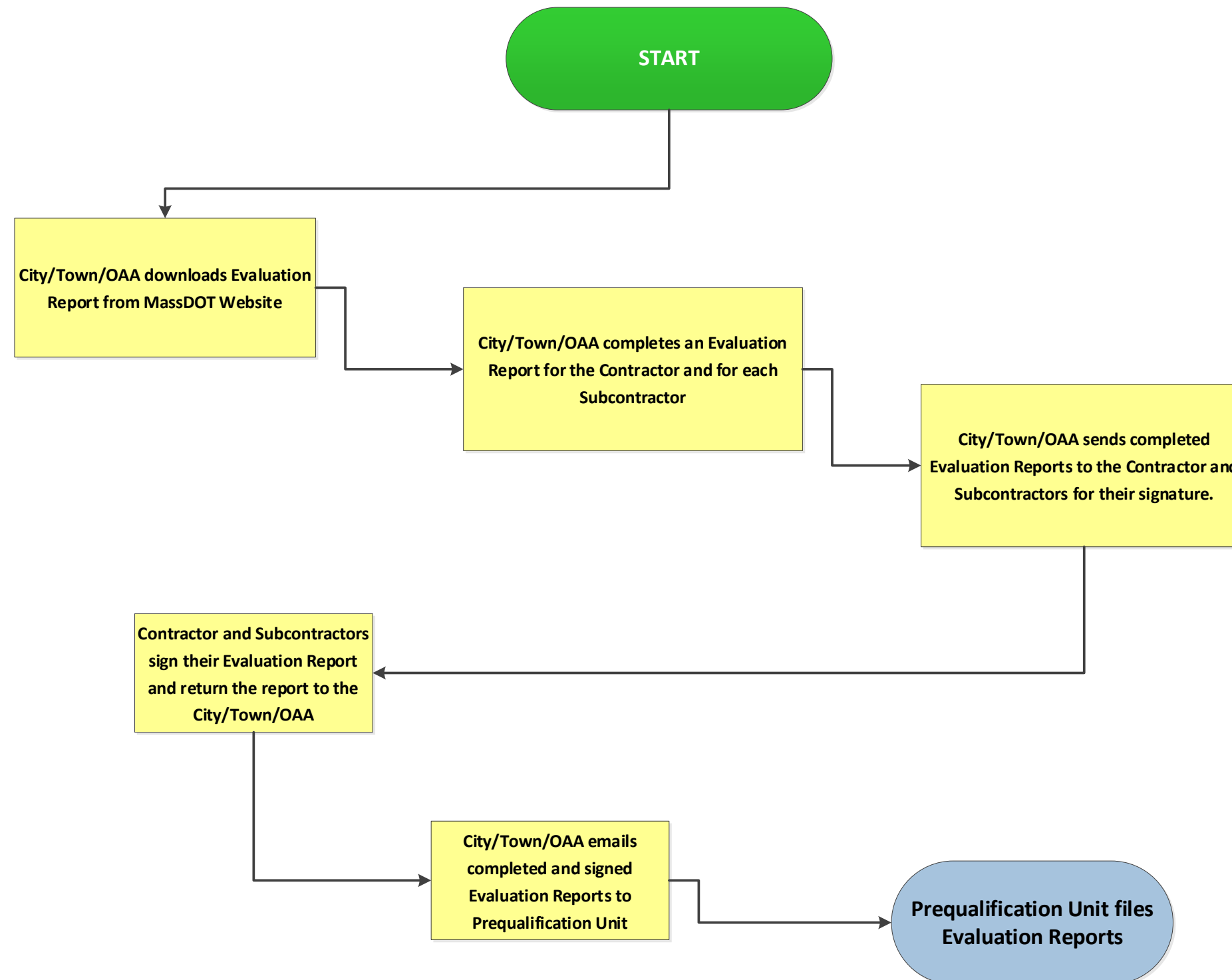


# City/Town & Other Awarding Authority (OAA) Project Prequalification Process **Evaluation Process**

**CITY/TOWN/OAA**

**MassDOT Prequalification Department**



## **Steps For Evaluation Process**

1. The City/Town/OAA downloads evaluation report from MassDOT website
2. The City/Town/OAA completes an evaluation report for the contractor and for each subcontractor.
3. The City/Town/OAA sends completed evaluation reports to the contractor and subcontractors for their signature.
4. The Contractor and Subcontractors sign their evaluation report and return the report to the City/Town/OAA.
5. The City/Town/OAA emails completed and signed evaluation reports to the Prequalification Unit.
6. The Prequalification Unit files evaluation reports.