ASA MEMBER CHECKLIST
What to Ask Before Submitting a Prequalification

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Prequalification is a risk-management exercise—and subcontractors assume real financial, operational, and data-security risk when they participate. Before submitting sensitive company information, ASA recommends members ask the following questions of the General Contractor (GC) and/or the prequalification platform.

1. Process & Purpose

- Is this prequalification required for a specific project, or is it for general database purposes?
- Will this submission be reused for future projects, or must it be resubmitted each time?
- What decisions will this prequalification directly impact (bid eligibility, contract size limits, award decisions)?
- Who reviews the submission (GC staff, third-party platform, automated system)?

2. Evaluation, Scoring & Appeals

- Is my company being scored, ranked, or benchmarked against other subcontractors?
- What data points drive that evaluation (financial ratios, safety metrics, backlog, capacity)?
- Are evaluations automated, and if so, how is human review incorporated?
- Will I receive the results of any score or risk rating?
- Is there a formal process to correct data, explain anomalies, or appeal adverse outcomes?
- If financials are a prerequisite, does the GC allow for a scheduled financial review, outside of using any technology platform.

3. Data Ownership, Security & Use

- Who owns my data once it is submitted?
- Who can access my data (specific GC users, platform staff, third parties)?
- Is my data shared with other GCs, owners, lenders, insurers, or sureties—and under what conditions?

NOTE: ASA offers these recommendations as guidance only. Implementation should reflect each company's independent judgment and applicable law.

- What security standards does the platform meet (e.g., SOC 2 Type II, encryption, MFA)?
- How long is my data retained, and can I revoke access or request deletion?
  For example, currently some platforms do not delete prequalification data; however, at a subcontractor's request, they can stop sharing future updates with specific GCs. However, historical data is retained because GCs need the ability to demonstrate the information that was available and relied upon when making prequalification decisions, particularly in the event of a claim or dispute.

4. Cost & Administrative Burden

- Is there a fee to submit or maintain this prequalification? If so, who pays it?
- Are any fees associated with submitting or maintaining a prequalification profile clearly disclosed, reasonable, and proportional to the value and efficiencies provided?
- Does the platform allow reuse of data across multiple GCs without re-entry?
- How often must financials, insurance, and safety data be updated?
- Is the process aligned with standard annual reporting cycles?

5. Reciprocal Transparency (GC Practices)

- What are the GC's standard payment terms and average days-to-pay subcontractors?
- What retainage percentage is typically held, and when is retainage released?
- How are change orders reviewed and approved, and what is the typical cycle time?
- Are subcontractor performance issues addressed collaboratively before disqualification?

6. Practical Decision Questions for Members

- Does this prequalification meaningfully improve my chance of winning work with this GC?
- Are the time, cost, and data-exposure risks proportional to the opportunity?
- Is this process consistent with ASA principles of fairness, reciprocity, and efficiency?
- Would I be comfortable explaining this process and its outcomes to my bonding company or bank?

ASA encourages members to use this checklist as a conversation starter—not a barrier—to improve transparency and outcomes on both sides of the table. Prequalification works best when expectations, data use, and risk are clearly understood and shared across the project team.

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