

Instructions for Contractors: CUPCCAA

Quality Bidders is an online pre-qualification service for California school districts that allows contractors to submit applications to become a pre-qualified bidder for a district's formally-bid projects or register to receive invitations to bid on informally-bid CUPCCAA projects.

CUPCCAA refers to an accounting standard, which school districts may choose to follow. If they do so, they are allowed to increase their limit for informally-bid projects to \$200,000.

CUPCCAA districts must maintain a list of registered contractors. The list is used to notify contractors of upcoming projects bid informally. You can apply for the list at any time, but the list expires December 31. Applications for the following year can be submitted beginning November 1.

Not every district participates in CUPCCAA. Check the Contact page to see which Quality Bidders districts participate.

More details on CUPCCAA can be found at: <http://leginfo.legislature.ca.gov/>

To get started, please review the following instructions.

[Sign-up](#)[Create Apps](#)[Contact Info](#)[Submit Apps](#)[Manage Apps](#)

Formal and Informal Bids

Quality Bidders offers two types of pre-qualification: **formally bid** projects and **informally bid** projects of \$200,000 or less.

Bid Pre-Qualification Apps

Pre-qualification applications for formally bid contracts require submission of a questionnaire, supporting documents, and financial statements.

CUPCCAA Apps

CUPCCAA* applications collect your registration information for districts that maintain a list of registered contractors for their informally bid projects.

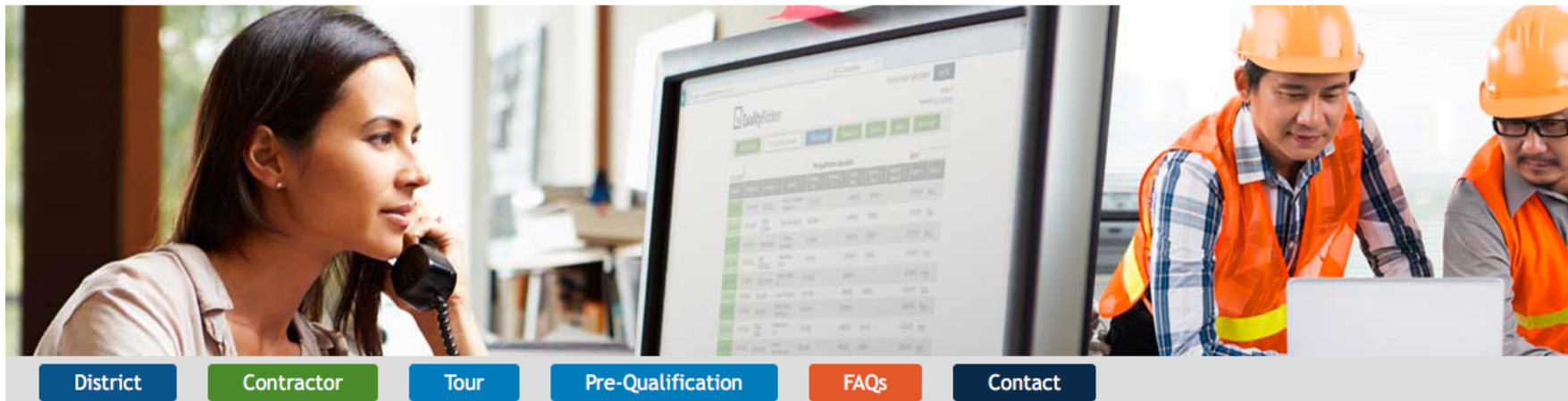
The applications are not interchangeable.

*California Uniform Public Construction Cost Accounting Act — districts that follow these regulations may informally bid projects up to \$200,000.

Signing Up with Quality Bidders

To begin the application process:

- ✓ Visit www.qualitybidders.com and click the green **1 Sign Up** button.



- ✓ Complete all fields and click **Sign Up**.
- ✓ Go to your email account and click the [Confirm my account](#) link on the email.*
- ✓ Return to www.qualitybidders.com and log in.
- ✓ Proceed to **Create Apps**

*Trouble receiving the confirmation email?

If the confirmation email does not arrive promptly, contact your IT department or email provider. Have them put qualitybidders@colbitech.com on their "White List."

After they've done this, click the [Didn't receive confirmation instruction?](#) link at the Login screen.

Accessing Quality Bidders

Access to Quality Bidders is controlled by an email address of someone at your company. **Only the owner of the email account will receive notifications and be able to edit applications.**

Before creating a Quality Bidders account with a specific email, ask yourself two questions:

1. Do you have the legal authority to do so?
2. Will you (and your email) be there for several years?

Some contractors will create a special Qualification Email Address that never leaves the company.

Contact Quality Bidders if you need to transfer your accounts to another email address.*

*Our primary concern is making sure the financial data you have provided Quality Bidders remains secure and confidential.

Create/Edit Application

1

Pre-Qualification Apps

CUPCCAA Apps

FAQS

Contact

My Account

Bids

2

Create New Application

CUPCCAA Applications

Search:

Created	Submitted	District	Reviewed On	Reviewed By	Current Status	Expires	Actions
05/11/2016	Not Submitted	Colbi Unified School District	Not Reviewed		READY TO SUBMIT		Review Submit Copy Print

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

CUPCCAA Registration Questionnaire

Step 1
Pre-Qualification

Step 2
Finish

* Indicates that information is required

Pre-Qualification

Contractor Information

Firm Name *

Contact Person *

Address *

Phone Number *

Fax Number

Email address *

License Number * [Check License](#)

Select at least one license classification*

License Classifications

ADD LICENSE CLASSIFICATION

License Comments (include information about C61-Specialty if relevant)

Step 1: Pre-qualification

To start a new application, navigate to the **1 CUPCCAA Apps** tab and click **2 Create New Application**.

Step 1: Pre-Qualification:

You can save your application at any point by clicking the **Save** button at the bottom of the screen.

- ☒ Your contact information will auto-populate.
- ☒ Input license number and as many license classifications as needed.
- ☒ Select business certifications if applicable.
- ☒ Answer **Qualification** questions.
- ☒ Press next button.

The program reviews the answers to **Step 1** and either proceeds to **Step 2** or notifies you that you are not qualified to proceed.

If any question is incomplete, you will not be able to proceed.

*Note the **BLUE** border around the application. If you see a **GREEN** border, you are in a formally bid pre-qualification application.

Create/Edit Application

CUPCAA Registration Questionnaire

Step 1
Pre-Qualification

Step 2
Finish

* Indicates that information is required

Finish

District Selection

Select at least one district to send this application to. When the application is submitted each district that is selected below will receive an email notifying them of your application.

District *

☐ Central High School District (Area)
☒ Colbi Unified School District (Orange County Area)
☐ Grossmont Union High School District (Area)
☐ Mission High School District (Area)

Colbi Unified School District - Additional Requirements

An additional document is requested for CUPCAA applications. Download the [CUPCAA Requirement document](http://www.colbitech.com) from our website: www.colbitech.com.

ADD DOCUMENT

< Back

Save

Step 2: Finish Application

In this section, select the district or districts you'd like to apply to.

Some districts have additional requirements that will be expressed in a small box below the district list (once that district is selected). They may direct you to their district website for more information.

Attach a document addressing their additional requirement. Each district with an additional requirement will require its own document.*

When completed, **Save** the application. If items are incomplete, an error message will appear.

Once incomplete items are corrected, **Save** again and return to the **CUPPCAA Apps** page.

At this point, your application is complete, **but it has not been submitted.**

Proceed to the next step to submit.

*Only that district will be able to view the document.

*Note the **BLUE** border around the application. If you see a **GREEN** border, you are in a formally bid pre-qualification application.

Submit Application

1

Pre-Qualification Apps **CUPCAA Apps** FAQs Contact My Account Bids

Create New Application

CUPCAA Applications

Search:

Created	Submitted	District	Reviewed On	Reviewed By	Current Status	Expires	Actions
05/11/2016	Not Submitted	Colbi Unified School District	Not Reviewed		READY TO SUBMIT		Review Submit Copy Print

Showing 1 to 1 of 1 entries

2

Submit Application ✕

I certify and declare that I have read all the foregoing answers to this questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Note: Once your application has been submitted you will no longer be able to make modifications unless it is returned to you by a district for corrections or updates.

3

CUPCAA Applications

Search:

Created	Submitted	District	Reviewed On	Reviewed By	Current Status	Expires	Actions
05/11/2016	05/25/2016	Colbi Unified School District	Not Reviewed		SUBMITTED		History Review Cancel Copy Print

A submitted application will show as **SUBMITTED** in the **Current Status** column. Until it is reviewed, it can be **Canceled**. After that, it can only be returned for editing by the district.

Submitting an Application

To submit a completed application, navigate to the 1 **CUPCAA Apps** tab, find the application that is **READY TO SUBMIT** and click the 2 **Submit** link in the Action column.

A pop-up will appear, asking you to certify that the information you're submitting is true. 3 Click **Ok** to certify the application and submit it.

The district will be notified of your submission. Once they open your application, **you will not be able to make changes.**

Should you need to make changes, you have three options*:

- ☒ Cancel the Application before it is reviewed.
- ☒ Contact the district and ask them to return it.
- ☒ Wait for them to return it and make changes.

*If your application is rejected, it can be appealed. Check the district appeals process for more details.

Managing Applications

1

Pre-Qualification Apps

CUPCCAA Apps

FAQS

Contact

My Account

Bids

Create New Application

[Show Archived](#)

Created	Submitted	District	Reviewed On	Reviewed By	Current Status	Expires
05/11/2016	05/25/2016	Colbi Unified School District	Not Reviewed		SAVED, INCOMPLETE	
05/25/2016	05/26/2016	Colbi Unified School District	Not Reviewed		SUBMITTED	
05/11/2016	05/25/2016	North County High School District	05/26/2016	Donna District	APPROVED	12/31/2016
05/25/2016	Not Submitted	Mission High School District	Not Reviewed		READY TO SUBMIT	

Search:

2

Actions

Review Print Archive

History Review Cancel Copy Print

History Review Copy Print

Review Submit Copy Print Archive

First
Previous
1
Next
Last

The **Actions** column is where applications are managed. Click on the link to take various actions:

- ☒ **History:** shows the history of a submitted application.
- ☒ **Review:** opens the application, lets you edit it unless it has been submitted.
- ☒ **Submit:** submits an application (when it is ready to submit).
- ☒ **Cancel:** un-submits an application — this is only available if the application has not been reviewed.
- ☒ **Copy:** creates a duplicate application that, after being updated with new information, can be submitted to a new district or to replace an expired application.
- ☒ **Print:** prints a copy of the application.
- ☒ **Archive:** hides the application from the list; useful for expired applications or duplicates. Click the [Show Archived](#) link on upper left to see your archived applications.

Other columns show the **District**, **Review Date/Person**, **Current Status** of an application, and **Expiration Date***. You can sort each column in alphanumeric order by clicking the up/down arrows in that column. There is also a **Search** bar.

*All CUPCCAA registrations expire on December 31st. Registration for the following year begins on November 1st.

Managing Applications

To manage your applications, navigate to the **1 CUPCCAA Apps** tab, then use the **2 Action** links.

This is the section you **Submit** an application from.

Review allows you to view a submitted application or edit an incomplete one.

You can **Copy*** an application (such as when your approved application expires, or when you want to apply to another school district).

*Copy is not available for applications imported by the district, only those submitted directly through Quality Bidders.

Contact Information

1

Pre-Qualification Apps

CUPCAA Apps

FAQS

Contact

My Account

Bids

Contact District

Contact a district using Quality Bidders for bid pre-qualification — for questions about the status of your pre-qualification application or bidding requirements:

[North County High School District](#)[Alameda High School District](#)[Mission High School District](#)[Central High School District](#)[Grossmont Union High School District](#)[Colbi Unified School District](#)

2

Contact a district using Quality Bidders for CUPCAA — for questions about the status of your CUPCAA application for informal bidding for projects up to \$200,000:

[North County High School District](#)[Alameda High School District](#)[Mission High School District](#)[Central High School District](#)[Grossmont Union High School District](#)[Colbi Unified School District](#)

3

Contact Technical Support

Please provide details about the problem you encountered. Include the type and version of Internet browser if possible along with information about when the problem was encountered and what you were trying to do at the time.

[QualityBidders Technical Support](#)

4

Who to Contact

If you have a question regarding your application or the criteria by which it will be approved, contact the school district you are applying to. Their contact information is located on the **1 Contact** page.

District contact information is on the left: **2 Formally Bid Pre-qualification** above with **3 CUPCAA** contact information below.*

4 For technical support issues, contact us via email.**

Technical Problems

For technical support, please contact our support technicians via email at qbsupport@colbitech.com. Include the Application # and the district you are applying to.

*Not all districts accept CUPCAA applications.

The first thing we'll ask you to do, most times, is to try running Quality Bidders in **Internet Explorer or **Google Chrome**.