



# Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100

Jay Hauser, State Purchasing Agent

May 26, 2023

[VENDOR COMPANY NAME]  
ATTN: [VENDOR CONTACT NAME]  
[VENDOR ADDRESS]  
[CITY, STATE, ZIP]

**RE: Vendor Prequalification**

Dear [VENDOR CONTACT NAME]:

As you know, the State of Rhode Island Division of Purchases regulation 220-RICR-30-00-4 entitled “Vendor Prequalification” requires that non-DOT public works vendors must be prequalified by the Division of Purchases prior to bidding on State public works projects with an estimated value of over one million dollars (\$1,000,000). Please take note that the Vendor Prequalification regulation was recently amended. The revised regulations will go into effect on June 14, 2023.

A full copy of the amended regulation may be found at the following link (click on orange box labeled “view details” to see amended regulation that will go into effect on June 14, 2023):  
<https://rules.sos.ri.gov/regulations/part/220-30-00-4>.

An updated Guidance Document (a helpful document to assist vendor compliance with the regulation) has been posted to the Division of Purchases’ dedicated Vendor Prequalification page: <https://ridop.ri.gov/vendors/public-works-vendor-prequalification>. The Guidance Document also outlines recent changes to the regulation. An updated version of the Vendor Prequalification Packet (fillable form to assist vendor compliance with regulation) can also be found on that dedicated page.

If your company is currently prequalified and that prequalification has not expired, your current prequalification authorization and corresponding prequalification limits will remain in place until the expiration date of your existing prequalification authorization.

The Division of Purchases recommends that you submit your application packet for renewal at least thirty (30) days prior to the expiration date of your company's prequalification to allow for processing and to ensure that there is no gap in your company's prequalification. Please refer to the original correspondence that you received from the Division of Purchases approving your company's prequalification to confirm the date of expiration that is applicable to your company.

Your company may also choose to reapply for prequalification immediately under the new regulatory requirements. There is no need to wait until the expiration of your current prequalification.

Should you have any additional questions regarding this matter, please consult the above-referenced links, which may contain the answer to your question. For any questions that are not adequately addressed at those links, do not hesitate to contact Marisa DelFarno at [marisa.delfarno@purchases.ri.gov](mailto:marisa.delfarno@purchases.ri.gov).

Very Truly Yours,



Amanda M. Rivers  
Deputy Purchasing Agent  
State of Rhode Island Division of Purchases  
1 Capitol Hill, Suite 201  
Providence, RI 02908  
Tel: (401) 574-8123  
Email: [amanda.m.rivers@purchasing.ri.gov](mailto:amanda.m.rivers@purchasing.ri.gov)