



Accredited Quality Contractor Application Form



The Accredited Quality Contractor (AQC) program documents a company's commitment to quality, safety, training, its community and its employees.

AQC participants are **REQUIRED** to meet the following core criteria:

- Been in business for a minimum of **three years**.
- Receive a minimum of two **quality-based honors** within the past five years.
- Receive a minimum of five **AQC Recommendation Forms** completed by third parties.
- Demonstrate **financial stability**, per the company's financial institution of choice.
- **Bond adequately** for the scope of service provided.
- Maintain a company **Quality Control Program**.
- Have an Incident Rate at, or below, the industry average (**STEP Gold or above**). Companies with fewer than 100 employees may use a three-year average.
- Maintain, and enforce the protocol of, a **Corporate Safety Manual**.
- Conduct **jobsite hazard analyses** before work commences.
- Maintain a **written substance abuse program** that includes a drug and alcohol screening process.
- Conduct a **new employee safety orientation**.
- Provide and conduct regular **safety training**.
- Publicly pledge a commitment to a **drug- and alcohol-free workplace**.
- Provide and require continuing **craft training** for all craft professionals (for companies that self-perform only).
- Regularly participate and/or encourage employees to participate in **civic-oriented and community activities**.
- Maintain, and adhere to, an **Equal Employee Opportunity** policy.
- Provide and require continuing **management training**.

There are several required components throughout the application – all highlighted in red font. If your company is not able to satisfy the required criteria, your company is not currently eligible to participate in the AQC program

COMPANY INFORMATION

Full Company Name

Contact First Name

Contact Last Name

Contact Title

Contact Email Address

Contact Phone Number

Company Mailing Address

Company Website

Type of contractor (General/Prime/Subcontractor)

Primary Type of Company (NAICS Code)

Primary Scope of Work Performed (CSI Code)

Annual Volume (\$)

Annual Man-hours Worked

Total Number of Full-Time Construction Workers Your Company Employs

Total Number of Full-time Staff Your Company Employs

Total number of Full-Time Equivalent (FTE) Employee Count

Company Logo

Social Media Handles (Facebook/Twitter/LinkedIn/Instagram)

ADDITIONAL BRANCHES & STEP LEVELS

Is your company applying for AQC status for multiple office locations? Y/N

When applying for the Safety Training Evaluation Process (STEP) – a prerequisite to the AQC application – each applicant is able to prepare one entry encompassing the entire company that includes aggregate company-wide safety data. Or, an applicant may elect to submit separate STEP applications with location-specific data to each local ABC chapter through which the company maintains membership. How the company elects to submit to STEP will determine the company's eligibility to apply for AQC and add any additional branches through ABC chapters where membership is maintained.

Example One: Company A has three office locations and belongs to the local ABC chapter nearest to each office. When submitting the application for STEP, Company A uses company-wide data and submits to all three chapters, receiving Gold level or higher. All three office locations are eligible for AQC with one primary office and two branches.

Example Two: Company B has three office locations and belongs to the local ABC chapter nearest to each office. When submitting the application for STEP, Company B uses location-specific data and submits three different applications to each of the three chapters. One location received Gold level or higher and is eligible to apply for AQC, being the primary location. The other two qualified for Silver level and are not eligible for AQC.

Example Three: Company C has three office locations and only belongs to two local chapters. When submitting the application for STEP, Company C uses company-wide data and submits to their two chapters, receiving Gold level or higher. Both office locations are eligible for AQC with one primary office and one branch. The third office location is not eligible for STEP or AQC since it is not affiliated with an ABC chapter.

My company's STEP application is submitted using (company-wide data OR location-specific data).

1. **QUALITY (30 points)**

Core Requirements:

- 1.1 Has your company been in business for more than three years?
- Yes - how many years?
 - No - *Your company is not currently eligible for the AQC program. Do not continue.*
- 1.2 Has your company received quality-based recognition at least twice within the past five years? This may include project-based awards earned (i.e. Excellence in Construction awards from ABC National or a chapter, or similar awards from other organizations), recognition by a quality-certified entity, and/or an owner letter of praise or recommendation. The scope of any letters included must be quality-based.
- Yes - *If **yes**, provide copies of certificates or letters of acknowledgement specifying the job and type of work completed for the awards received. Note this is related to project-specific recognition. Honors related to safety, diversity, etc. are applicable to other sections of this application but do not satisfy this requirement.*
 - No - ***If no**, your company is not currently eligible for the AQC program. Do not continue.*
- 1.3 Request five or more companies you have worked with within the past two years to complete the AQC Recommendation Form (located at abc.org/AQC). All forms must be sent directly to the ABC National office, including a minimum of five from a combination of client/owner, general contractor, construction manager, architect, subcontractor, tier sub, and/or supplier/vendor. Each applicant is limited to only one subcontractor, supplier or vendor.
A minimum of five completed AQC Recommendation Forms must be submitted on behalf of the applicant in order to be eligible for the program.
- 1.4 Submit a letter from your bank or financial institution, on their letterhead, stating the length of the financial relationship, and indicating the strength of the company's financial standing. This letter must be dated within six months of the application submission. No confidential information is required.
This letter is required in order to be eligible for the program.
- 1.5 Submit a letter from your bonding company, on their letterhead, stating your company's bonding capacity is adequate for the scope of service provided. If your company is not bonded, provide the following information signed by your CPA on their letterhead:
- a. Your Current Ratio (Current Assets divided by Current Liabilities)
 - b. Your Debt to Equity Ratio (Total Liabilities divided by Total Net Worth)
 - c. Your Ratio of Backlog divided by Working Capital
 - d. Your Ratio of Backlog divided by Total Net Worth
 - e. Your Current D&B Rating
 - f. Your Current Paydex Score
 - g. Your Financial Risk Ratings
- This data is required in order to be eligible for the program.*
- 1.6 Does your company have a quality control program or manual?
- Yes - Provide a copy of the table of contents.
 - No - *Your company is not currently eligible for the AQC program. Do not continue.*

Additional Information:

Responses are required and contribute to your company's overall application score.

- 1.7 In the past five years, have there been any judgments, claims, arbitration proceedings or suits either pending, outstanding or against your company or its offices due to a construction defect?
 - Yes (explain on a separate page)
 - No
- 1.8 In the past five years, has your company been terminated from a project for any reason related to defective work?
 - Yes (explain on a separate page)
 - No
- 1.9 In the past five years, has your company had its own forces supplemented by an owner, contractor or construction manager?
 - Yes (explain on a separate page)
 - No
- 1.10 Does your company hold any current certifications relating to quality?
 - Yes (provide documentation of the certificate(s))
 - No
- 1.11 Does your company have an employee incentive program that is tied to quality?
 - Yes (explain on a separate page)
 - No

2. SAFETY (20 points)

Core Requirements:

- 2.1 Provide your company's most recent Safety Training Evaluation Process (STEP) designation from ABC:
 - STEP Diamond
 - STEP Platinum
 - STEP Gold

If your company has not earned STEP level Gold or above in the most recent program year, you company is not currently eligible for the AQC program. Do not continue.

For more information about the STEP program, visit abc.org/STEP.
- 2.2 Include a copy of the table of contents from your Corporate Safety Manual.
- 2.3 Does your company perform jobsite hazard analyses before work commences?
 - Yes - Include a copy of your jobsite hazard analysis form.
 - No - *Your company is not currently eligible for the AQC program. Do not continue.*
- 2.4 Does your company have a written substance abuse program that includes a drug/alcohol screening policy?
 - Yes
 - No - *If no, your company is not currently eligible for the AQC program. Do not continue.*
- 2.5 Does your company conduct a new employee safety orientation?
 - Yes - Provide a copy of the agenda, including length of time per topic.
 - No - *Your company is not currently eligible for the AQC program. Do not continue.*
- 2.6 Provide a copy of your safety training schedule and examples of training announcements or notices. Safety training includes OSHA, first aid, equipment training, toolbox talks, hazard specific training, job specific safety training, etc.

This documentation is required in order to be eligible for the AQC program. If you are unable to do so, do not continue.

- 2.7 Has your company signed the Construction Coalition for a Drug- and-Alcohol-Free Workplace's pledge at drugfreeconstruction.org?
- Yes
 - No - **If no, your company is not currently eligible for the AQC program. Do not continue.**

Additional Information:

Responses are required and contribute to your company's overall application score.

- 2.8 Does your company have an OSHA-compliant employee incentive program that is tied to safety? OSHA states that "employers must not create incentive programs that deter or discourage an employee from reporting an injury or illness. Incentive programs should encourage safe work practices and promote worker participation in safety-related activities."
- Yes - Provide details on a separate page.
 - No
- 2.9 Has your company received safety awards or recognition of safety excellence over the past five years?
- Yes - How many? Provide verification of the awards/recognition.
 - No

3. CRAFT TRAINING (20 points)

If your company self-performs any work, a craft training program is required for participation in the AQC program. If your company does not self-perform, skip this section, but include a statement certifying that your company, at no time, employs craft professionals.

Core Requirement:

- 3.1 Provide verification your company provides continuing education for all craft professionals. A letter from an ABC chapter, the National Center for Construction Education and Research (NCCER) or other educational institution certifying that your company regularly participates in a craft-training program is preferred. If you are unable to provide such a letter, you may provide copies of your curriculum, training schedule, curriculum assessments and examples of training announcements or notices. Do not include information regarding OSHA, first aid, CPR, or other safety-related training. Provide details on a separate page, including who conducts the training. *If your training program is currently inactive, contact ABC at AQC@abc.org before continuing.*

Additional Information:

Responses are required and contribute to your company's overall application score.

- 3.2 If your company provides craft training in-house, provide copies of résumés or certifications for your instructors.
- 3.3 What percentage of your craft professionals are certified or at journey level? Certified- or journey-level craft professionals have the skill and expertise necessary to perform any reasonable task within the craft. ___%
- 3.4 What percentage of your craft professionals have completed a formal training program and/or have received a certification- or journey-level assessment? ___%

4. COMMUNITY RELATIONS (10 points)

Core Requirements:

- 4.1** In the past year, has your company directly participated and/or encouraged its employees to join and participate in civic-oriented and community activities? Examples include: blood drives, toy drives, United Way, ACE Mentor Program, adopt-a-highway and adopt-a-school programs and athletic team sponsorships. Attach materials that are used to promote and communicate your company's efforts.
- 4.2** In the past five years, has your company participated in construction activities that positively affect your community and the image of the industry? Examples include: Habitat for Humanity, home fix-up efforts, other charitable build projects and school projects. Attach materials that are used to promote and communicate your company's efforts.
- 4.3** Provide a copy of your company's Equal Employee Opportunity (EEO) policy.

Additional information:

Responses are required and contribute to your company's overall application score.

- 4.4** Does your company have a policy statement on diversity?
● Yes - Provide a copy of the statement.
● No
- 4.5** Does your company make speakers available to civic groups, school career days, etc.?
● Yes - Attach materials that are used to promote and communicate your company's efforts.
● No
- 4.6** Is your company a member in good standing with either the Chamber of Commerce or the National Federation of Independent Business?
● Yes ● No
- 4.7** Does your company employ minorities reflective of the market you are servicing?
● Yes ● No
- 4.8** Are your company's work sites gender friendly, with equal facilities for men and women?
● Yes ● No
- 4.9** Does your company encourage the use of minority vendors and local purchasing?
● Yes ● No
- 4.10** Does your company have an employee-recruitment program?
Examples include partnerships with local schools or employee-referral incentives.
● Yes ● No
- 4.11** Has your company received awards or certificates related to community service, diversity or minority employment?
● Yes - Include verification of the awards/certificates.
● No

5. EMPLOYEE BENEFITS (15 points)

Responses are required and contribute to your company's overall application score.

General Information:

- How many full-time construction workers do you employ?
- How many office staff employees do you employ full-time?
- What is the total number of employees (office and field)?
- Do you employ seasonal construction workers? If so, how many on average?

Responses to the questions below are required:

5.1	Does your company offer medical coverage? If yes, what percentage does your company pay for employees?	<u>Salaried</u>		<u>Hourly</u>	
		Yes	No	Yes	No
		_____ %		_____ %	

If no, why? _____

5.2 Which of the following ancillary coverages does your company offer?

Check all that apply

Life Insurance
 Accidental Death & Dismemberment (AD&D)
 Short-term Disability
 Long-term Disability
 Vision
 Dental
 Accident
 Other: _____

<u>Salaried</u>		<u>Hourly</u>	
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No

5.3 Which of the following benefits does your company offer its employees?

Check all that apply

Flexible Spending Account (FSA)
 Pretax premium Option
 Travel Reimbursement (training/meetings)
 Reimbursement to and from project
 Parental Leave
 Employee Assistance Plan (EAP)
 Wellness Program (stress management, physical activity, etc.)

<u>Salaried</u>		<u>Hourly</u>	
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No
Yes	No	Yes	No

5.4	Does your company offer a retirement plan?	<u>Salaried</u>		<u>Hourly</u>	
	Does your company offer a matching contribution?	Yes	No	Yes	No
	Does your company offer a direct contribution?	Yes	No	Yes	No

5.5 How many days of paid leave (vacation, sick and/or holiday) does your company offer its full-time employees after:

Salaried

Hourly

1-4 years of employment? _____

5-9 years of employment? _____

10+ years of employment? _____

5.6 Does your company provide company vehicles?

- Yes
- No

5.7 Has your company won any awards related to employment, programs or benefits?

- Yes - Include verification of the award(s).
- No

5.8 What was your company's key personnel turnover the last fiscal year? Include voluntary and involuntary changes. Key personnel are: superintendents, project managers and executives. _____%

5.9 What was your company's total employee turnover the last fiscal year (include voluntary and involuntary changes)? _____%

5.10 Include a copy of your employee benefits handbook (or similar information).

6. MANAGEMENT EDUCATION (5 points)

Core Requirement:

6.1 Provide an outline of your company's management curriculum, including course offerings and frequency. Indicate the types of training offered:

- Management seminars
- Administrative skills courses
- Supervisor courses
- No management training program

If your company does not provide this type of training, your company is not currently eligible for the AQC program. Do not continue.

Additional Information:

Responses are required and contribute to your company's overall application score.

6.2 Provide a copy of your training schedule and examples of training announcements or notices.

**Note management training refers to the topics listed in section 6.1.*

Do not include information regarding OSHA, first-aid, CPR or other safety-related training.