



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

**IMPORTANT INFORMATION  
PLEASE READ**

TO PREQUALIFIED BIDDERS AND PURCHASE ORDER PRIMES:

The requirements for bidding on NCDOT construction projects are changing. The current requirement to purchase plans or a proposal to be eligible to bid will be replaced by a requirement to register for the *Interested Parties List*. This change will be effective for any Central or Division letting June 1, 2022 and later.

**For any letting June 1, 2022 and later:**

**Contractors bidding on NCDOT contracts must sign up for the *Interested Parties List* for each project they intend to submit bids on. As part of this new requirement, Contractors must sign up for the *Interested Parties List* no later than one business day prior to the Letting Date.**

The purchase of plans or proposals will no longer be required to bid on NCDOT Central Let projects and will be replaced by the new requirement above to sign up for the *Interested Parties List*. Plans will continue to be available for purchase, however anyone who purchases plans shall still sign up for the *Interested Parties List* to be eligible to bid.

A one-page quick guide follows this letter and the quick guide a more detailed walkthrough on signing up for the *Interested Parties List* can be found on the Central and Division Letting Resources pages at the links below:

<https://connect.ncdot.gov/letting/Pages/Central.aspx>

<https://connect.ncdot.gov/letting/Pages/Division-Letting-Resources.aspx>

The links and functionality described in the guides will be available on our website in the near future. For more information or assistance with this new process please submit any questions to [InterestedPartiesHelp@ncdot.gov](mailto:InterestedPartiesHelp@ncdot.gov).

For additional assistance with general bidding related questions please email [AWPhelp@ncdot.gov](mailto:AWPhelp@ncdot.gov).

Ronald E. Davenport, Jr., PE  
State Contract Officer

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## Interested Parties List

To **register to bid on an upcoming NCDOT construction contract**, or to register in general to be notified about updates for selected upcoming contracts to be let, add your firm to the Interested Parties list for each contract in which you are interested. Interested parties will be informed by mail whenever there are addenda or other changes to the planned letting.

*You are no longer required to be a Plan Holder to bid for any lettings occurring June 1, 2022, or later.*

**Interested parties and authorized bidders MUST sign up at least one full business day prior to the let date.**

### To Register:

1. Navigate to the details page for the selected contract. Press **Interested Parties for this letting** or go directly to the overall [Interested Parties list](#)
2. Press **Add Firm** and find your firm using the Search box. Select your firm name and press **Next**
3. Complete the contact information for the person to be notified of changes and press **Next**
4. Review the list of upcoming Central and Division contracts and select the upcoming contract(s) in which you are interested and press **Next**.  
*There is no need to register again for contracts for which you have previously registered.*
5. The confirmation page will summarize your entered information. Press **Submit**.
6. A confirmation email will be sent to the provided address. Within one hour, the firm will appear on the publicly viewable Interested Parties list for each of the specified contracts. Allow five business days for NCDOT staff to upload your firm as an authorized bidder in Bid Express.

Email [InterestedPartiesHelp@ncdot.gov](mailto:InterestedPartiesHelp@ncdot.gov) if you have any problems registering.