

## KWA Subcontractor Partnership Program Frequently Asked Questions

### Why is Subcontractor Verification Necessary?

Subcontractor verification allows KWA to review the Subcontractor's company and assess its capability to complete all Contractual obligations associated with the work that has been bid. This involves understanding a Subcontractor's financial strength, manpower resources, experience level on size, complexity and project type and ability to work safely.

### What are the fees associated with enrollment?

There is a \$110 annual fee.

### Does ProQual provide fee discounts if I am being asked to enroll for more than one contractor?

No. ProQual universally lowered their pricing as of June 1, 2015. However, they do offer the option to join the Pantera Verified Network, where your membership would include your KWA enrollment as well as all other current and future ProQual by Pantera Clients. Additional details for this program can be found at <http://www.panteratools.com/network>.

### Do I have to enroll for each individual KWA project if I am contracted on multiple projects?

No. Enrollment is only required once per year. Once completed, you are considered verified for all KWA projects.

### Who will be reviewing the documentation?

All information is for KWA's use only and will be kept strictly confidential. All subcontractor information is reviewed only by a few authorized KWA personnel. More information on these individuals can be provided if necessary.

In reference to financial documents, any financial information you provide will only be accessible for viewing by our company's controller. Insurance documentation may be viewed by our insurance providers only in the process of reviewing adherence to policy requirements.

### Do all Subcontractors have to go through the Verification Process?

Any Subcontractor whose scope of work exceeds \$100,000 and who will be performing labor on a project must be verified. Subcontracts will not be awarded until approved. However, bid proposals will continue to be accepted.

### How long does the process take?

The verification process can typically range anywhere from one to three weeks.

### What additional documentation is required to complete the Verification Process?

The Qualification Statement provided to ProQual must be completely filled out and submitted, along with all attachments listed as requirements. ***Financial Statements are a requirement for Verification.***

### Will I be able to see where I stand after the verification?

Yes, you may login to your account and see where you stand at any time.

### How can I update or view my information

Simply login to your portal and submit your revised documents, or update your contract information at any time.