
Reference Guide

Subcontractor Prequalification v10x

By CMiC

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Computer Methods
international Corp.

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Subcontractor Relationship Management

Overview – Subcontractor Relationship Management

CMiC Subcontractor Relationship Management helps an organization manage subcontractors from start to finish, by integrating all subcontracting activity into the organization. Subcontractors are a vital part of completing any construction project, but the mismanagement of subcontractors can present a substantial risk that can threaten the stability and profitability of a project.

CMiC Subcontractor Prequalification is designed to be applicable both for general contractors and subcontractors. CMiC Subcontractor Prequalification enables collaboration in line with the PM JSP approach, and it automates the pre-qualification process. Applicants may submit their documents such as financial statements, insurance certificates, and other supporting documents through the web-enabled self-serve application, and the owners can go through the information to determine the prequalification status of the applicants.

Create, track, and approve vendor applications online and track multi-tiered contracts. Prequalify subcontractors before they begin work on a project, and store ratings and past work performance for future reference to ensure that subcontractors meet the organization's high standards of quality and reliability. Manage exposure through the detailed tracking of lien waivers, releases, and insurance certificates, and gain full control of all subcontracting arrangements, including contracts, billing, and payments.

CMiC Subcontractor Relationship Management includes:

- Prequalification
- Subcontractor Rating
- Subcontractor Management

This document covers both prequalification and rating. See the *Subcontract Management* guide for details on managing subcontracts.

Subcontractor Prequalification

Introduction

The screenshot displays the 'Subcontractor Prequalification' application interface. On the left is a 'CHIC Field Menu' with a search bar and a tree view containing categories like 'Project Freshmart Office Building - Chicago', 'Communication Management', 'Document Management', 'Subcontractor Prequalification', 'Applicants', 'Self Service', 'Subcontractor Rating Setup', 'Prequalifications Control', 'Workflow Notification', 'Bid Management', 'Budget & Cost Management', 'Site Management', 'Reports', 'User-Defined Logs', 'File Maintenance', 'Security', and 'Subcontractor Reviews'. The main area is titled 'Application Subcontractor Prequalification' and contains several sections: 'Company' (Code: 144, Tax ID: 77771, Company: New Haven Builders & Assoc.), 'Address' (Street: 61 Churchill Meadows, City: Jersey City, State: New Jersey, Zip: 09012), 'Contact' (Contact: Mr. Janoy, Phone: 603-1788-2391, Fax: (999) 999-9999, E-mail: janoy@cmic.ca), and 'Insurance Approval' (Insurance Category, Approval Status, CAP Approved, Urgent, Renewal Date, Prequal Required). Below these are 'Project History Totals' (Current Contract Amount: 0.00, Bill To Date: 0.00, Remaining To Be Billed: 0.00, Largest Contract To Date: 6.00) and a 'Compliance' section with a text area for 'UDF 1' and 'Comments', and a 'Compliance' checkbox. At the bottom, there are 'Acknowledgement Date' and 'File Attachments' fields.

Sample of Subcontractor Prequalification

Internal users are presented with the options as presented within the Project Management Treeview within a node. Standard functionality of PM Treeview Menu Maintenance allows repositioning and labeling of the options as per their own requirements. For simplicity, the Treeview being shown in several of these screens was modified to eliminate display of the remaining PM options.

The Subcontractors and Applicants log views present the standard set of buttons for printing, querying, filtering, and sending to spreadsheet.

Subcontractor Log

CMIC FIELD											
Vendor Prequalification - Partners											
Search	Tax ID	Name	Partner Code	Preq. Status	Approval Status	CAP Approved Date	Single Project Limit	Days Until Renewal	Active Flag	Insurance Cat. Code	Insurance Category
Project: Freshmart Office Building - Chicago	456789	Tuesday Blues Construction	TUEBLUE	Received	Subs Are Approved			-132	Y		
Communication Management	900000000000	new application	L.GAPPUR	Received	Subs Are Approved		1,000.00		Y		
Document Management	8551	Gracious Living	GRACIOUS	Received	Prequal Date is Blank or > 365 Days Old		250,000.00	-208	Y		
Subcontractor Prequalification	1111	TES-V10 Applicant - Oct. 13- check this out again	SUS-PR05	Received					Y		
Subcontractors	8723	Whitlock & Associates	WHITK01						Y		
Self Service	25-1523595	Westing Power Corp	024713		Subs Are Approved				Y		
Subcontractor Rating Setup	777771	Vertas Incorporated	VERTAS	Pending	Regional Hold - Read Comments for Explanation				Y		
Prequalification Control	2309-2309	Validation_Procedures	23092014	Update Prequal					Y		
Workflow Notification	test1	test1	TEST1	Update Prequal					Y		
BIM Management	67222	test applicant	TESTBP22	On Hold Missing Data	Prequal Date is Blank or > 365 Days Old				Y		
Budget & Cost Management	TAR12	Tarun Company	TAR12	On Hold Missing Data					Y		
Site Management	8522	8522	SS22	Update Prequal	Regional Hold - Read Comments for Explanation				Y	I	I
Reports	7811	Shelcom Partners Inc.	SHELLCOM				10,000,000.00		Y		
User-Defined Logs	6210	Screws and Bolts Limited	CREWS	Update Prequal	Prequal Date is Blank or > 365 Days Old				Y		
File Maintenance	416439	Royal Planters	ROYAL439	Update Prequal	Safety CAP and/or Insurance Deficiencies	04-05-2018		-445	Y	V	V
Security	9343	Regulated Contractors Ltd.	JSP-BP3A	Sent For Review	Needs Management Committee Sign-off		2,000,000.00	-473	Y		
Subcontractor Reviews	PV151127	PV 2015/11/26 - SC 3	PV151127						Y		
new folder	PV151126	PV 2015/11/26 - SC 1	PV151126	Update Prequal				10.00	Y		
	852010789	Prequal Applicant Sample 1	T3TPRG1	Update Prequal	Needs Management Committee Sign-off		5,000,000.00	-3171	Y		
	882010789	Prequal Applicant Sample 1	DAP1	Workflow Rejected	Prequal Date is Blank or > 365 Days Old		5,000,000.00	-3171	Y		
	azu1	PalerC1	100	Update Prequal			2,500.00		Y		
	31313	Parsons and Sarners Ltd.	PAR11	Pending	Safety CAP and/or Insurance Deficiencies				Y	I	I
		Open Source Construction Inc.	OPEN						Y		
	0911	Non-Controlling	MMR	Update Prequal	Prequal Date is Blank or > 365 Days Old		100,000.00		Y		

Subcontractor Log

The Subcontractor log, by default, displays only partners that are marked as “Prequalification Required”. This results in a smaller listing of those appropriate for viewing rather than the entire business partner listing. If the business partner is pre-existing, setting the business partner to prequalification required will now make prequalification settings applicable to that business partner.

BUSINESS PARTNER MAINTENANCE
Table Mode

Business Partner Pre-qualification is Required

Business Partner Code: A1BRICKS A1 Bricks Manufacturing Company Save

Business Partner	OM	Classification	Market Sector	CSI	Address	Classifiers	Territory	Bank	Company	Company Type
Also Known As		A1BRICKS								
Legal Name		A1 - Bricks' Manufacturing & Company								
Abbreviation		A1BRICKS			Short Name	A1 Bricks Manuf			<input checked="" type="checkbox"/> Valid	
Ctrl Business Partner		<input type="text"/>								
Street		123, Bricker Street								
Suite		500, Floor V								
City		Chicago								
State/Province		IL	Illinois							
Country		US	ZIP/Postal Code	62541						
Attention		Mr. Rectangle Bricker								
Phone		8728069963								
Email		Rohini@cmic.ca								
Web Site		www.cmic.ca								
Legal Entity Type		CORP	Corporations							
Registration Code		956326154	VAT Registration #	45869856						
Class		CONC	Concrete							
1099		X	Exempt							
Start Date		01-01-2011								
		<input type="checkbox"/> One Time Business Partner <input checked="" type="checkbox"/> Active <input checked="" style="border: 2px solid red;" type="checkbox"/> Prequalification Required								

Contacts
Vendor
Customer
Update Address
Update 1099 Code

[Print Report] – Button

The screenshot shows the CMIC FIELD software interface. In the top right corner of the header bar, the 'Print Report' button is highlighted with a red box. Other buttons visible include 'Show Filter', 'Send To Spreadsheet', and 'Enter Query'. The main content area displays a table of subcontractor prequalification data with columns for Tax ID, Name, Partner Code, Preq. Status, Approval Status, CAP Approved Date, Single Project Limit, Days Until Renewal, Active Flag, Insurance Cat. Code, and Insurance Category. A red arrow points to the 'Print Report' button.

The checkboxes in the log are tied in with the **[Print Report]** button allowing output from multiple partners in a single step. Also, users have the ability to select/unselect all the subcontractors from the list by checking/unchecking the box in the header.

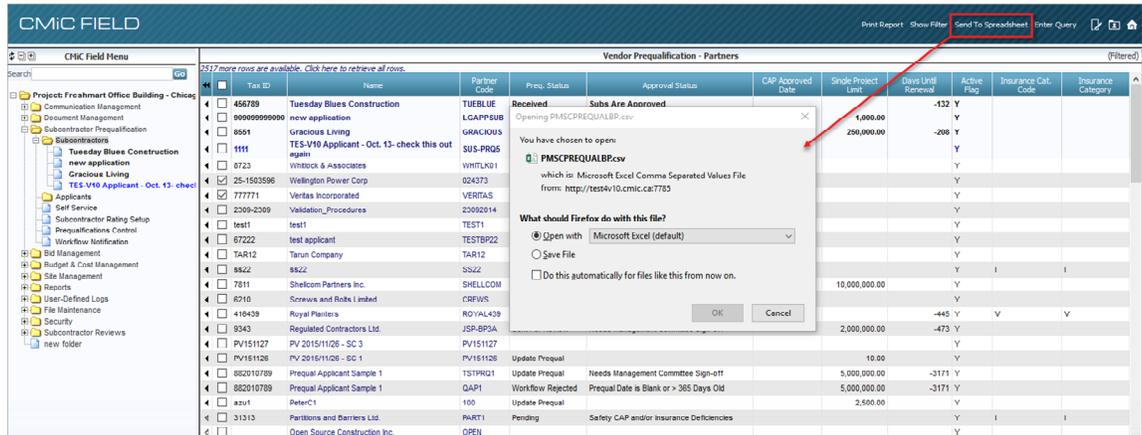
[Show Filter] – Button

The screenshot shows the CMIC FIELD software interface with the 'Show Filter' button highlighted in the top right corner of the header bar. A 'Filter' dialog box is open, allowing users to define search criteria. The dialog has columns for 'Column', 'Operator', 'Value', and 'Example Value'. It lists various fields like Tax ID, Name, Partner Code, Preq. Status, Approval Status, CAP Approved Date, Single Project Limit, Active Flag, Days Until Renewal, Insurance Cat. Code, Insurance Category, and Prequal. Required. Below the dialog, there are buttons for 'Save As Default', 'Reset To System Defaults', 'Show All Filters', 'Clear', 'Reset', 'Submit', and 'Cancel'. The main table below the dialog shows the same subcontractor data as the previous screenshot, but with a different set of rows visible.

The **[Show Filter]** button allows viewing and changing of the current filter set on the log. This is the standard filtering option provided on all JSP Log screens.

The default filter is to only show business partners where the 'Prequalification Required' box is checked.

[Send To Spreadsheet] – Button

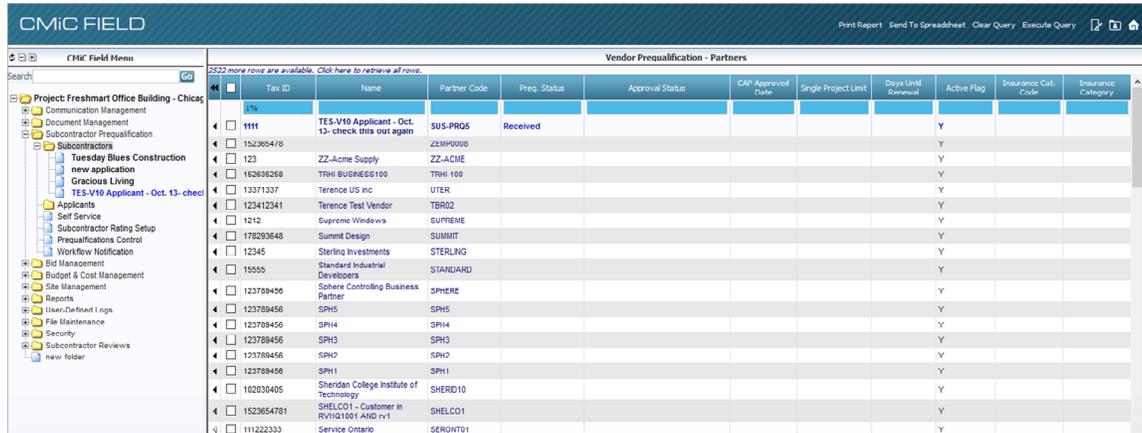


The [Send To Spreadsheet] button available in all JSP Logs is provided to export the log data currently displayed to a CSV/Excel file. This is useful when someone wants to perform more analysis on the data or to transfer for external processing and reporting.

[Enter Query] – Button

Log records can be filtered using the query feature. The query criteria is remembered for the current log while the user drills into a detail record and returns back to the log. The sort order also is remembered while the user works with the same log.

To query the log, simply click the [Enter Query] button, and a blue line of empty fields will be displayed above the log records. Enter the value or query criteria for record selection. Refer to the sample below.



For date fields, the format for query entry is dd-mm-yy, dd/mm/yy, or dd-mmm-yyyy. The operators, such as “=”, “<”, “>”, “>=”, etc. can be included where appropriate. Also, users may use a wild card character such as “1%” to query a specific set of data.

Click the [Execute Query] button to run the query against the entered data.

Subcontractor Prequalification Applicants

Applicant Log – Add Applicant initial screen

The [Add] button in the Applicants Log is provided to allow internal users to add applicants directly into the subcontractor prequalification process. Applicants also have the option (if allowed) to use the Self Service screen to manually add their own information to which an internal user would be able to update as required. This may also include a workflow process.

The left section of the header block allows for maintenance of the applicant information, such as code, tax ID, name, address, and other contact related information.

Prequalification Status	Received	Insurance Approval Level	
Insurance Category		Approval Status	
Aggregate Project Limit:		Single Project Limit:	
Joint Check	<input type="checkbox"/>	CAP Approved	
CAP Approved	<input type="checkbox"/>	Urgent	<input type="checkbox"/>
Host Region		Renewal Date	
Last Approval Date		Prequal Required	Prequal Required
Workflow Status	Unsubmitted		
Master Subcontract <input type="checkbox"/>		Union <input checked="" type="checkbox"/>	
Financial Statement <input type="checkbox"/>		Open Shop <input type="checkbox"/>	
OSHA 300A Form <input type="checkbox"/>		Sample Insurance Cert. <input type="checkbox"/>	
Bonding Reference Letter <input type="checkbox"/>		Additional Comments <input type="checkbox"/>	

The right side of the header section allows updates on the current status of the applicant, as well as the approval level, insurance category, limits, CAP information, workflow status, whether a default compliance code set in SC control is to be inserted/updated in all subcontracts/vouchers (applicable only when the applicant turns subcontractor vendor), whether they will require prequalification (only applicable once converted into a business partner), as well as checkboxes indicating which documents have been provided.

Application		Subcontractor Prequalification	
Code	148	Tax ID	chi-109-109
Company	Chili Fence and Borders	Prequalification Status	Received
Also Known As		Insurance Approval Level	
Legal Name		Approval Status	
Parent Corp.		Aggregate Project Limit:	
Ctrl Business Partner		Single Project Limit:	
Street	172 Edgewalk Drive	Joint Check	<input type="checkbox"/>
Suite		CAP Approved	<input type="checkbox"/>
City	Kirkfield	Host Region	
State	Illinois	Urgent	<input type="checkbox"/>
Country		Renewal Date	
Contact	Mr. Thomas	Prequal Required	Prequal Required
Phone	415-965-8965	Workflow Status	Unsubmitted
Fax	(415) 451-9856	Master Subcontract	<input type="checkbox"/>
		Financial Statement	<input type="checkbox"/>
		OSHA 300A Form	<input type="checkbox"/>
		Bonding Reference Letter	<input type="checkbox"/>
		Union	<input checked="" type="checkbox"/>
		Open Shop	<input type="checkbox"/>
		Sample Insurance Cert.	<input type="checkbox"/>
		Additional Comments	<input type="checkbox"/>

Completed applicant header section sample

Locations – Tab

Project History Totals	
Current Contract Amount	0.00
Bill To Date	0.00
Remaining To Be Billed	0.00
Largest Contract To Date	0.00

Locations	General	Contacts	User-Defined Fields	Insurance	Safety	Financial	Financial	Surety	Litigation	Approvals	Submission Log	Call Log	Project History	References	Attachments
Selected Regions	Address														
ATLANTA	Atlanta, GA	Address Code													
AUS	Australia	Name													
AUSTN	Austin, TX	Street													
CENTRAL	Central	Phone													
CHRLLOTTE	Charlottesville Area	Suite													
CONNECT	Connecticut	City													
DELAWARE	Delaware	State													
DOC	District of Columbia	Zip													
EAST	East	Country													
FAIRFAX	Fairfax, VA	Contact													
IOWA	Iowa	Fax													
MAINE	Massachusetts	Toll Free													
MARYB	Maryland - Baltimore	E-mail													

The Locations tab allows the selection of one or more business partner territories (left section), as well as the entry of actual addresses (right section) as required. In both cases, multiple regions/addresses are permitted.

The selected regions data is maintained in the PM Forms Local Table – Business Partner Territories.

BUSINESS PARTNER TERRITORY	
+ Code	Description
ATLANTA	Atlanta, GA
AUS	Australia
AUSTIN	Austin, TX
CENTRAL	Central
CHLOTTE	Charlottesville Area
CONNECT	Connecticut
DELAWARE	Delaware
DOC	District of Columbia
EAST	East
FAIRFAX	Fairfax, VA
IOWA	Iowa
MAINE	Massachusetts
MARYB	Maryland - Baltimore
MARYW	Maryland - Western
NEBRASKA	Nebraska

Business Partner Territories

General – Tab

Project History Totals					
Current Contract Amount	0.00	Bill To Date	0.00	Remaining To Be Billed	0.00
				Largest Contract To Date	0.00
+ Locations General Contacts User-Defined Fields Insurance Safety Financial Financial Surety Litigation Approvals Submission Log Call Log Project History References					
License Information					
Authority	Class	License Number	Date Expire	Action	
N/A				+ X	
Trade Information		Certifying Agencies			
CSI Number	Action	MBES Information			
01100 - Summary	+ X	<input type="checkbox"/> Disability Owned Business Enterprise <input type="checkbox"/> Minority Owned Business Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other <input type="checkbox"/> Privately Owned Enterprise <input type="checkbox"/> Publicly Owned Enterprise <input type="checkbox"/> Small Business Enterprise <input type="checkbox"/> Veteran Owned Business Enterprise <input type="checkbox"/> Woman Owned Business Enterprise <input checked="" type="checkbox"/> Other			
		Certifying Agency	Action		
		Disability Owner Business Agency	+ X		
Union Affiliations					
Name		Action			

The General tab allows the maintenance of trade information, such as CSI numbers, certifying agencies, and license information of a subcontractor.

Trade Information

The screenshot shows the 'Trade Information' window with a table of CSI LOV items. A search overlay is visible, showing a search bar with the text 'Find: %', a 'Go' button, and a 'Close' button. Below the search bar, there are navigation buttons: '<< Prev Set', '1 - 44 of 44', and 'Next Set >>'. The table below the search overlay has the following data:

Code	Name	
01	General Requirements	<input type="checkbox"/>
01100	Summary	<input type="checkbox"/>
01200	Price and Payment Procedures	<input type="checkbox"/>
01300	Administrative Requirements	<input type="checkbox"/>

CSI Number

The CSI LOV is created from the PM JSP Local Files > CSI Maintenance.

The screenshot shows the 'CSI Maintenance' window with a table of CSI Groups. The table has the following data:

Select	Code	CSI Group Name	Action
<input type="checkbox"/>	01	General Requirements	User Extension
<input type="checkbox"/>	01100	Summary	User Extension
<input type="checkbox"/>	01200	Price and Payment Procedures	User Extension
<input type="checkbox"/>	01300	Administrative Requirements	User Extension
<input type="checkbox"/>	02050	Basic Site Materials and Methods	User Extension
<input type="checkbox"/>	02100	Site Remediation	User Extension
<input type="checkbox"/>	02200	Site Preparation	User Extension
<input type="checkbox"/>	02300	Earthwork	User Extension
<input type="checkbox"/>	02400	Tunneling, Boring and Jacking	User Extension
<input type="checkbox"/>	02600	Drainage and Containment	User Extension
<input type="checkbox"/>	02900	Planting	User Extension
<input type="checkbox"/>	03050	Basic Concrete Materials and Methods	User Extension

PM JSP Local Tables – CSI Maintenance

Licenses Information

The screenshot shows the 'License Information' section of the software interface. It includes a 'Project History Totals' section with the following data:

Current Contract Amount	Bill To Date	Remaining To Be Billed	Largest Contract To Date
0.00	0.00	0.00	0.00

Below this, there are tabs for 'Locations', 'General', 'Contacts', 'User-Defined Fields', 'Insurance', 'Safety', 'Financial', 'Financial', 'Surety', 'Litigation', 'Approvals', 'Submission Log', 'Call Log', 'Project History', and 'References'. The 'License Information' section is active, showing a table with the following data:

Authority	Class	License Number	Date Expire	Action
Alabama				User Extension

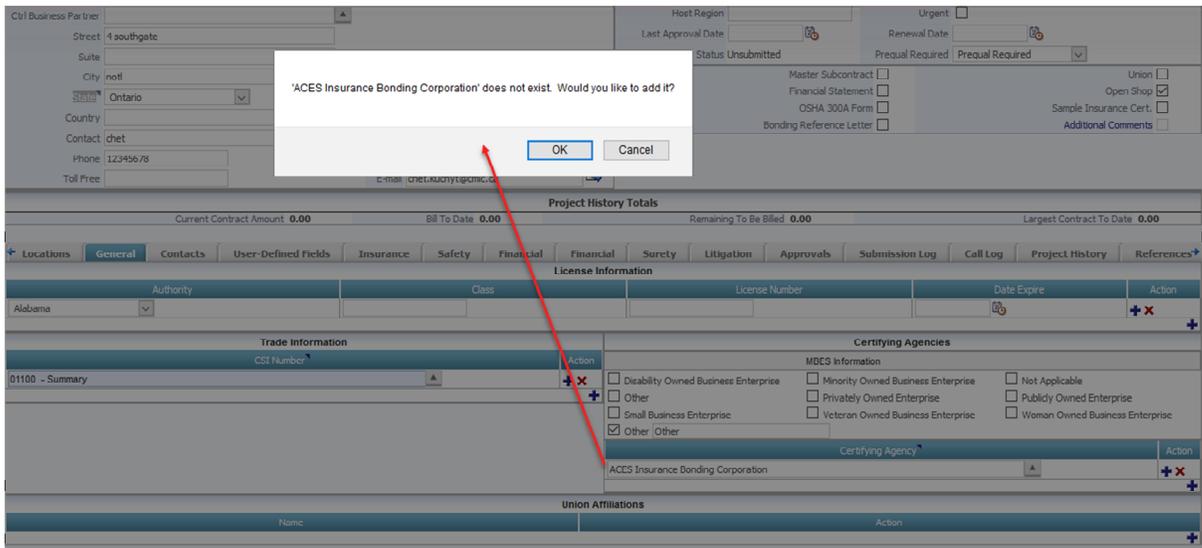
The License Information section allows entry of any relevant license information available. This includes specification of the authority which has issued the license as well as the expiry date.

Certifying Agencies

Certifying Agencies		
MBES Information		
<input type="checkbox"/> Disability Owned Business Enterprise	<input type="checkbox"/> Minority Owned Business Enterprise	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Other	<input type="checkbox"/> Privately Owned Enterprise	<input type="checkbox"/> Publicly Owned Enterprise
<input type="checkbox"/> Small Business Enterprise	<input type="checkbox"/> Veteran Owned Business Enterprise	<input type="checkbox"/> Woman Owned Business Enterprise
<input checked="" type="checkbox"/> Other	Other	
Certifying Agency		Action
Disability Owner Business Agency		+ X

This section allows tracking of MBE/DBE (minority/disadvantaged business enterprise) information including specification of the certifying agency.

The Certifying Agency LOV is self-maintained in this section. Entry of a value will prompt the user for saving on committing of the record. From that point forward, the LOV will include the value just saved.



Confirmation dialog when adding a new certifying agency for MBE/DBEs

User Defined Fields – Tab

Project History Totals		
Current Contract Amount	0.00	Bill To Date 0.00
Remaining To Be Billed	0.00	Largest Contract To Date 0.00
General Contacts User Defined Fields Insurance Safety Financial Financial Surety Litigation Approvals Submission Log Call Log Project History References		
Header 1		
Comments		
Header 2		
E-Mail		
Compliance		
Acknowledge that you have reviewed our Subcontractor code of conduct, that you accept its terms and will adhere to its principles, and that you will report any suspect violation of the code known to you.		
Cut and Paste the following URL to access the Supplier Code: https://cmic.ca/ .		
Acknowledgement Date	10-06-2019	Acknowledge Date Forms 26-06-2019
ACK DATE ADF	10-06-2019	File Attachments 546

The User Defined Field tab allows maintenance of any ad-hoc entries, if required.

Insurance – Tab

The Insurance tab allows the recording of various items related to vendors insurance.

Safety – Tab

Under the Safety tab, maintenance of safety related information is completed by checking the appropriate status values and entry of standard safety related values by year, such as safety citations received, fatalities in the year, and other values including:

- **EMR** – Experience Modification Rate: The rate is based on two major issues, the number of claims and the cost of each claim. In essence, subcontractors whose unsafe acts result in injury have a higher EMR than subcontractors who actively practice safety and mitigate claims.
- **RIR** – Recordable Injury Rate: The incidence rate can be computed for all recordable cases of injuries and illnesses using the following formula: Total number of injuries and illnesses (N) ÷ number of hours worked by all employees (EH) x 200,000 hours = total recordable case rate. The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work and provides the standard base for calculating incidence rates.
- **LTIR** – Lost Time Injury Rate: This is calculated in the same way as the recordable injury rate, but instead of counting the total number of injuries and illnesses, the count would be for number of injuries and/or illnesses resulting in lost workdays.
- **FWH** – Total hours worked for all employees.
- **ANE** – Annualized average number of employees for the specified year.

The Incident Rate (IR) field is calculated: $(RIR + LTIR) \times 200000/FWH$

To record additional years, click the add icon (+).

Financial – Tab

The Financial tab will allow entry for the current and past years financial information that may have an impact on qualification for the contractor.

Legal Entity Type

The legal entity types are selectable as specified in the AP Setup screen for AP business partners.

Year Ending

The **+** displays a pop-up window:

This allows for keeping of more than a single year of financial information related to the vendor. The 'Copy Previous Year's Data' checkbox can be used to simplify updates to the newly added year where most of the information is the same.

The financial year record can be deleted by clicking the **x** beside the chosen year.

View Companies

The View Companies link allows the tracking of other company names that may be related to the applicant.

View Subsidiaries

The View Subsidiaries link allows the tracking of other subsidiary names that may be related to the applicant.

View Financial Contacts – Link

The Financial Contacts link allows specification of name and titles related to the company officers for this applicant. Additional officer names and titles are added by using the Add icon (+).

View Bank Information – Link

This allows for the recording of the applicant’s primary bank information, including the contact at the bank and their title and contact information.

Surety – Tab

The Surety tab allows for the entry of bond information for the applicant.

Litigation – Tab

The Litigation tab allows entry of any litigation data for the applicant as well as specification of approved, not approved, or need more info options for the applicant.

Approvals – Tab

The Approvals tab allows for the maintenance of the approvals the vendor has received regarding various items, such as insurance, safety, financial, regional, or CAP assigned including the year and who has made the approval.

NOTE: The Date, Action, and Comments fields are display only and will be populated only when approvals are done via a workflow.

Submission Log – Tab

The Submissions Log tab is a display only type of log, showing information regarding reports that have been generated from the Applicant/Subcontractor Prequalification screen, as well as information from any prequalification process workflows.

Call Log – Tab

The Call Log tab allows the entry of any calls made related to the applicant. Optionally, a call back date can also be added as a manual reminder to call them back.

Project History – Tab

The Project History tab displays all the project information for the subcontractor vendor (applicable only when the applicant becomes a subcontractor).

References – Tab

One or more references can be entered using the References tab.

Attachments – Tab

Existing attachments from any project can be selected for the applicant. Additionally, new documents can be added using the [Upload New] button in the title bar when in the Add Attachments section.

Add Attachment

Number

Title

Document Folder

From Contact

To Contact

Status

Copies

Acknowledgement Date

Area Company

Doctype

Attach. Type

Project type

Reviewer Name

Revision Info

SB - Designer Ref.	Revision Date	Received Date	Status	Description	URL	Attachment
	21-08-2019	21-08-2019	Open	Original Version	<input type="checkbox"/>	<input type="button" value="Browse..."/> No file selected.

Upload Multiple

No files selected.

or drop files here

Upload File List		Size
	Filename	
<input type="checkbox"/>	Drawings.pdf	1311 KB
<input type="checkbox"/>	Details.xlsx	5 KB

Upload Status	
	In progress
	Successful
	Failed

Number of Files: 2

1316 KB

Note: Maximum upload file size for each file is **20MB**. If file size exceeds 20MB, file will be highlighted in **RED**
Note: Remove unnecessary files before uploading.

New documents may also be added using the **[Upload Multiple]** button in the title bar when on the Add Attachments section. This allows users to upload multiple documents at once.

Additional Information Options

The following buttons are available on the top of the screen to perform the following specific actions

[DnB Rating] – Button

The Dunn & Bradstreet rating information, if available, may be entered/edited related to an applicant.

Save And Close		Close			
Dunn & Bradstreet Rating					
12 Month D&B Paydex:	<input type="text"/>	Stress Score	<input type="text"/>		
DnB Credit Appraisal:	No Rating <input type="button" value="v"/>	Credit Score Percentile	<input type="text"/>		
Financial Stress Class	<input type="text"/>				
Ratings					
DnB Composite Credit Appraisal	<input checked="" type="radio"/> No Rating	<input type="radio"/> Fair	<input type="radio"/> Good	<input type="radio"/> High	
DnB Paydex (if applicable)	<input type="radio"/> 0 - 40	<input type="radio"/> 41 - 50	<input type="radio"/> 51 - 65	<input type="radio"/> 66 - 80	<input type="radio"/> > 80
Financial Stress Class	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Stress Score	<input type="radio"/> 1001 - 1100	<input type="radio"/> 1101 - 1200	<input type="radio"/> 1201 - 1400	<input type="radio"/> 1401 - 1500	<input type="radio"/> > 1501
Credit Score Percentile	<input type="radio"/> 0 - 20	<input type="radio"/> 21 - 40	<input type="radio"/> 41 - 60	<input type="radio"/> 61 - 80	<input type="radio"/> > 81

[Reset Self-Service Password] – Button

If an applicant is permitted to use the self service functionality to enter/update their information, this pop-up window may be used to set/reset the password and notify the applicant via an email. This is useful to reset the password for an applicant that may have forgotten/lost their existing password.

Reset Self-Service Password		Cancel	
To Email	<input type="text" value="lori.gibson@cmic.ca"/>		
Predefined Subjects	Manual Renewal Notification E-Mail Subject <input type="button" value="v"/>		
Subject	<input type="text" value="Prequalification Renewal"/>		
Body	<p>Dear Subcontractor:</p> <p>Below is a link to the prequalification screen and a new password has been generated for you.</p> <p>Should you have any questions or you require assistance, please contact the Prequalification Department.</p> <p>Sincerely,</p> <p>Prequalification Department</p> <p>Use password '<SS_Password>' - and use the following link to enter your data: <SS_URL></p>		
<p>** This will reset the Self-Service password for the current Partner. The password and link information will automatically be included in the e-mail.</p>			

[Print Report] – Button

This is a standard CMiC Print Reports pop-up window which allows the user to select and print the available reports.

[Approve Subcontractor] – Button

When an applicant is pre-qualified to be a business partner, use this approve screen to enter the business partner code and abbreviation and approve. Once approved, from this time forward, the applicant will only be available under the Subcontractor Log. The applicant is now recognized as a business partner in CMiC.

Approve Subcontractor	
Old Partner Code:	148
New Partner Code:	BP148
New Partner Abbreviation:	BP148

[Check Spelling] – Button

The standard check spelling functionality is available for use, as required.

The screenshot shows the 'Subcontractor Prequalification' form with a 'Spell Checker - Mozilla F...' dialog box overlaid. The dialog box displays the word 'applicant' in the 'Not Found' section and offers suggestions: 'applicant', 'applicants', 'pliant', and 'appliance'. The 'applicant' suggestion is highlighted. Buttons for 'Replace', 'Replace All', 'Ignore', 'Ignore All', 'Learn', and 'Finish' are visible on the right side of the dialog.

[Add] – Button

This button allows the user to start entering a new applicant into the Subcontractor Prequalification module.

[Delete Applicant] – Button

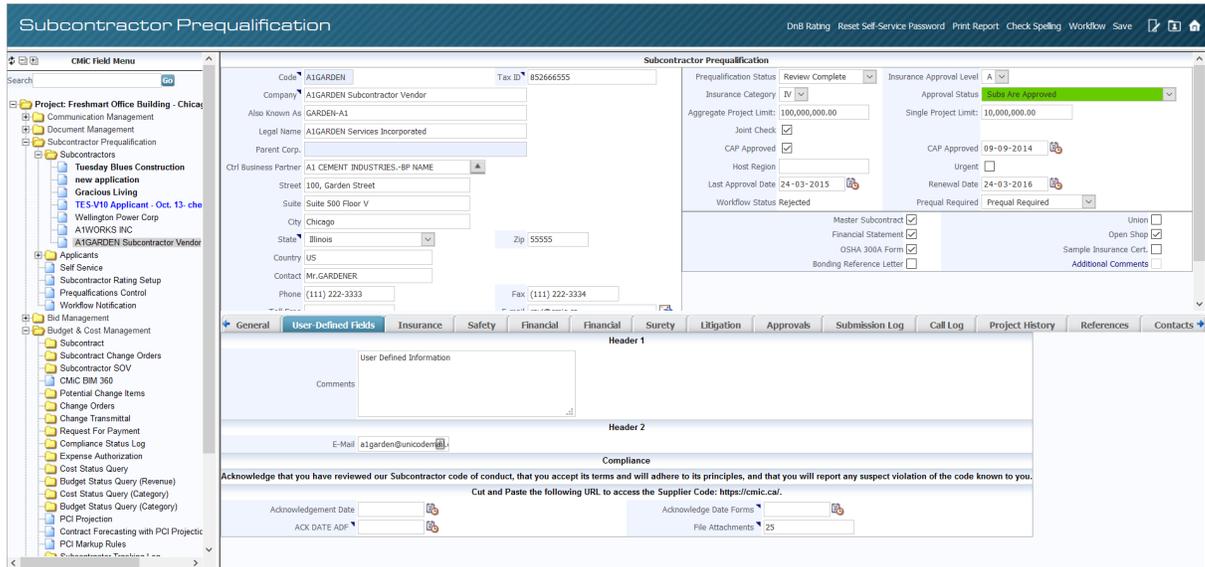
An applicant may be deleted, and the user will be required to confirm before deleting from the system.

The screenshot shows the 'Subcontractor Prequalification' form with a confirmation dialog box overlaid. The dialog box contains the text: 'This will delete the applicant. Are you sure you wish to continue?' and has 'OK' and 'Cancel' buttons.

[Save] – Button

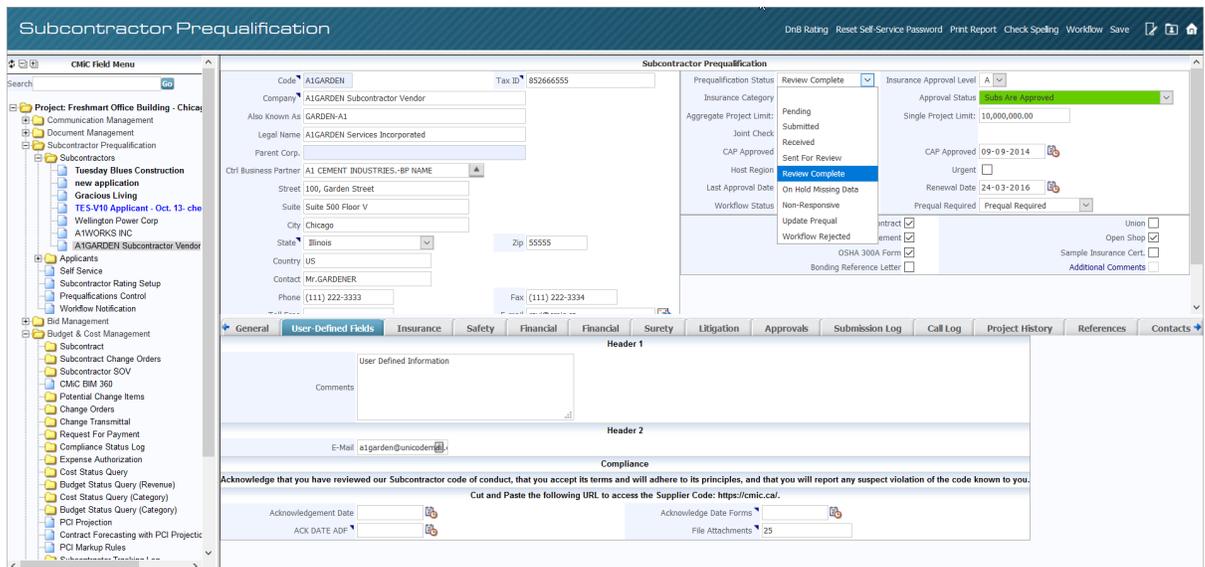
The standard commit function processes when a new entry is made or updates are performed for an existing applicant.

Subcontractor Prequalification – Screen

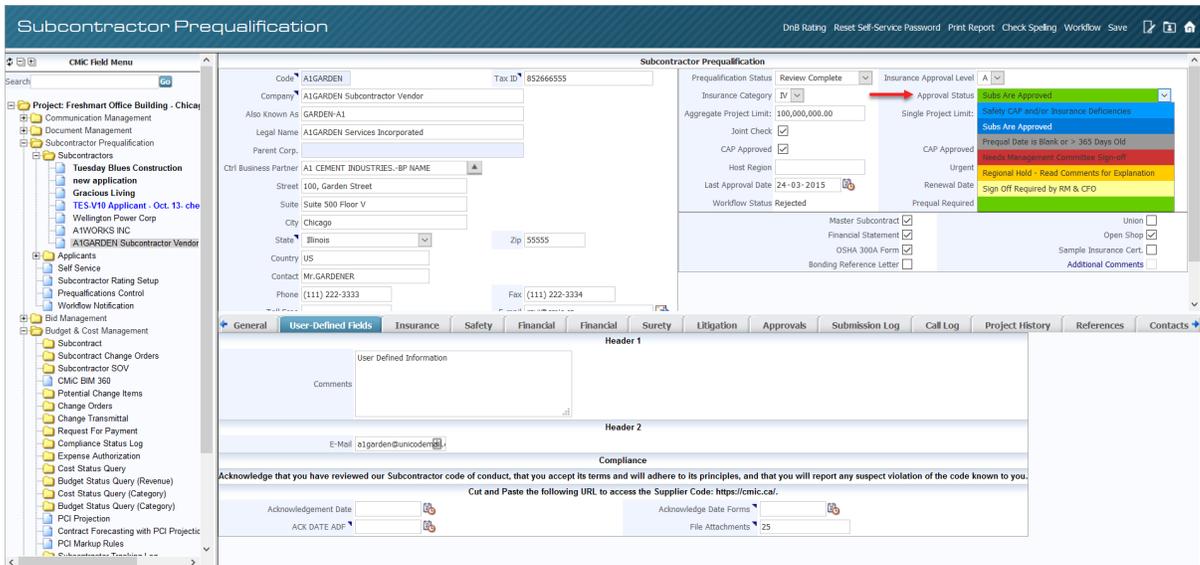


Selecting a partner from the Subcontractors Log opens the detail in the main context window. The information in this main context window is divided into an upper section with header information and lower section of detailed information, broken up into tabs. These sections are scrollable to display more detail.

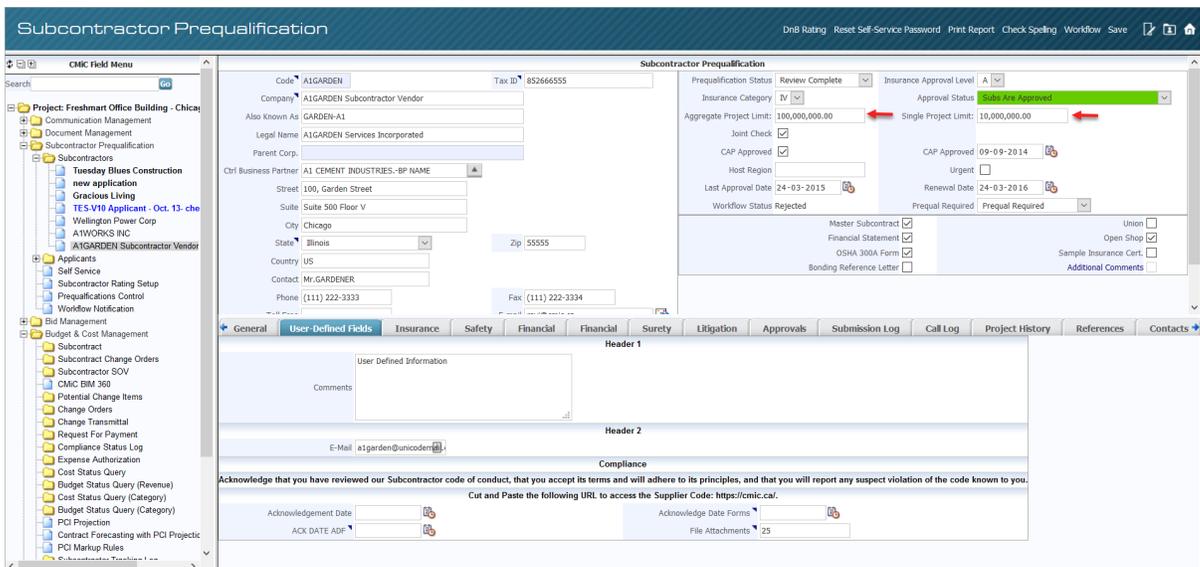
The subcontractor and contact information, such as address, phone, fax, and email, etc. are displayed on the left side of the upper section. On the right, information, such as status, project limit amounts, and approval/renewal dates are displayed.



The prequalification status may be selected from the drop-down list for a specific subcontractor. This prequalification status may be used to run workflows, as well as reports and queries.



Subcontractors may be categorized by assigning an appropriate approval status. These approval statuses are color-coded for easy identification or a quick review. Also, users may use these color-coded statuses for their own ranking system.



This main screen may be used to set aggregate and single project limits for a subcontractor.

Single project limit may be maintained to set the highest estimated cost of a single project that an applicant is capable of undertaking at any given point of time, whereas aggregate project limit may be used to set the highest estimated cost of all the projects that the applicant is capable of undertaking concurrently.

The limits which are maintained in subcontractor prequalification are reflected in the Subcontract Entry screen. The remaining amounts for both limits are also displayed for reference.

Project History Totals are displayed at the bottom of the upper section. This presents an overall view on the subcontractor's current contract, billed to date, and remaining to be billed amounts.

NOTE: The largest contract to-date is also reported.

Joint Check – Checkbox

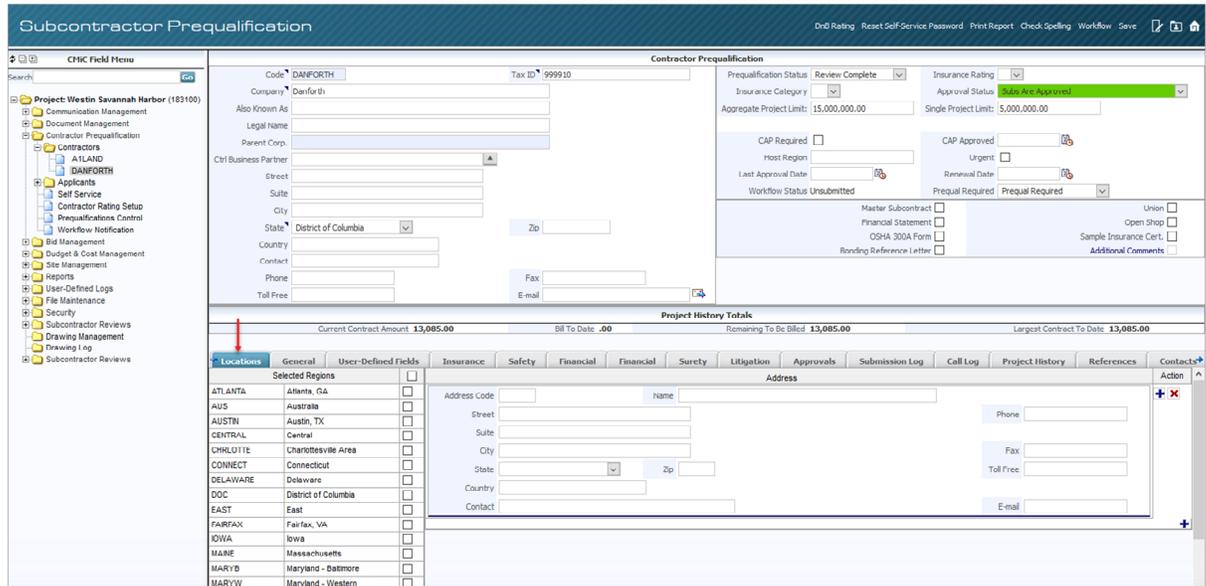
The 'Joint Check' checkbox is used to assign a compliance code to the subcontracts for the purpose of enforcing joint-check and holding the payments.

The subcontract application company control has a Compliance Code field for this purpose. Users may enter or select a valid compliance code (non-date sensitive) defined for the joint-check compliance.

The 'Joint-Check' checkbox has a default value of unchecked for all subcontractors. When the 'Joint-Check' box is checked and the Prequalification Required field is also set to a value of "Prequal Required", then upon saving, all the subcontractors and open vouchers for the vendor will be inserted/updated with the compliance code and set as non-compliant. Any new subcontracts created for the

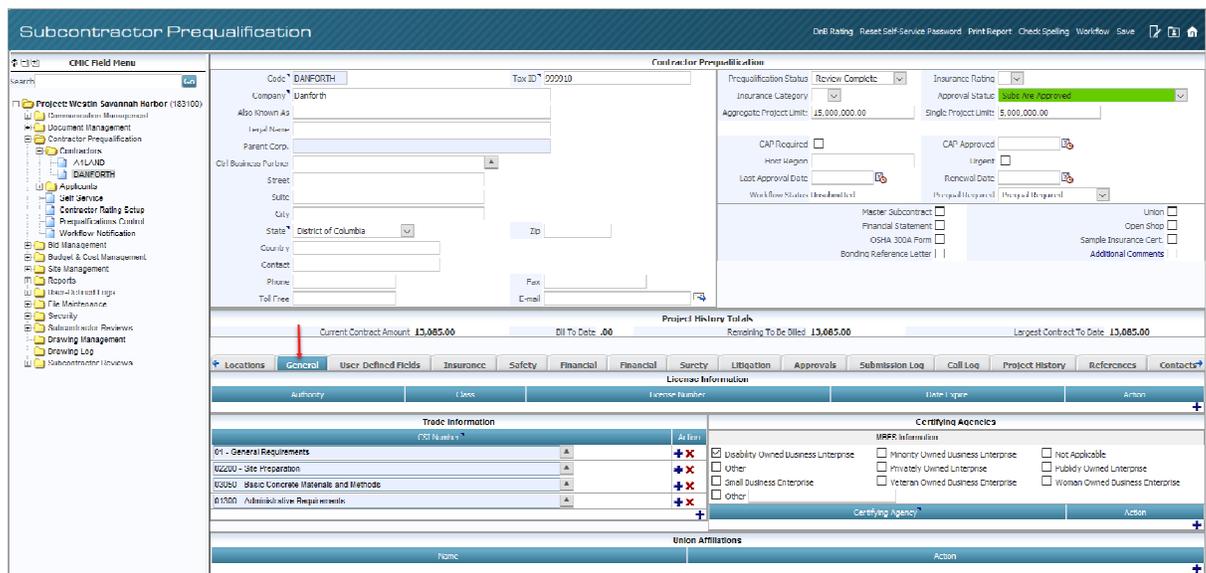
vendor, will also be assigned with the joint-check compliance code. When either one or both fields are set with the value of unchecked or “Not Applicable”, then upon saving, the compliance code will be deleted from all subcontracts and open vouchers for the same vendor.

Locations – Tab



The Locations tab on the lower section allows selecting the regions of operation for the subcontractor. On the right, address codes and contact information for each location may be maintained.

General – Tab



The General tab allows for the maintenance of trade information, such as CSI numbers, certifying agencies, and license information of a subcontractor.

User Defined Fields – Tab

The screenshot shows the 'Subcontractor Prequalification' system interface. The 'User Defined Fields' tab is selected, displaying a form for entering additional information for a subcontractor. The form includes fields for company name, address, contact information, and a compliance acknowledgment section. The 'Compliance' section contains a text area for comments and a date field for 'Acknowledgement Date'. The 'File Attachments' section shows 25 files.

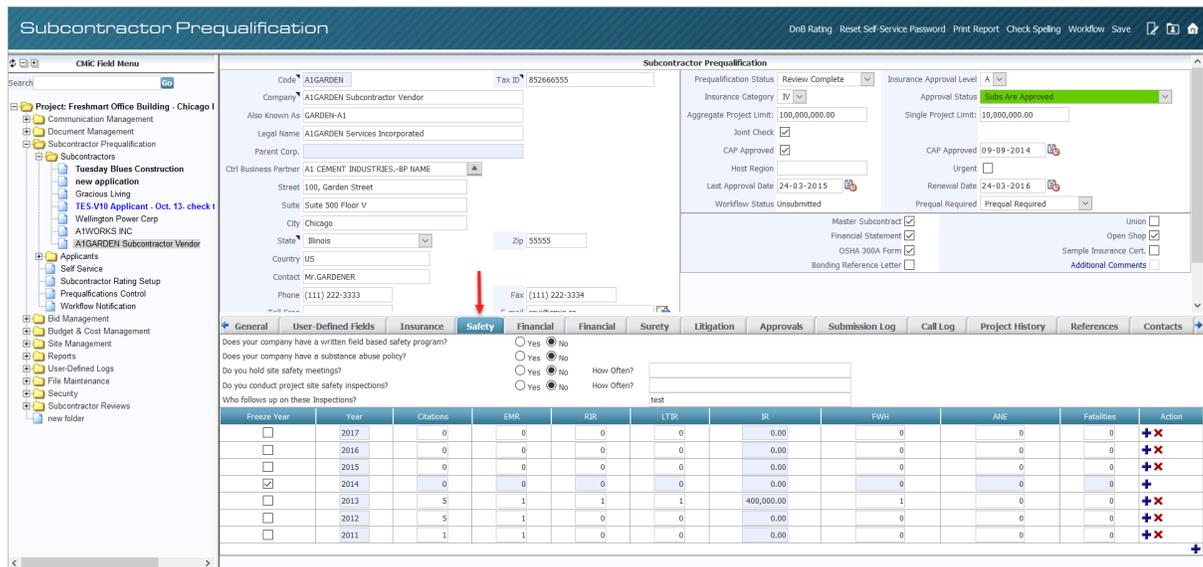
The User Defined Fields tab is used to maintain any additional information that may be required to be entered for the subcontractor.

Insurance – Tab

The screenshot shows the 'Subcontractor Prequalification' system interface. The 'Insurance' tab is selected, displaying a form for entering insurance information for a subcontractor. The form includes fields for insurance broker name, GL limits, aggregate limits, and other insurance related information. The 'Insurance Comments' section contains a text area for comments. The 'Surety Company' field is set to 'Surety Inc.'. The 'GL Expiration Date' is set to '22-12-2020'.

The Insurance tab is used to manage insurance information of a subcontractor. Users may record the insurance broker's name, GL expiration date, and other insurance related information.

Safety – Tab



The Safety tab is used to manage safety statistics of a subcontractor. The number of incidents under various categories may be maintained for each year to track the safety history of a subcontractor.

The Incident Rate (IR) field is calculated: $(RIR + LIR) \times 200000 / FWH$

- **RIR** = Recordable Incident Rate
- **LIR** = Lost Time Incident Rate
- **FWH** = Total Hours Worked by All Employees

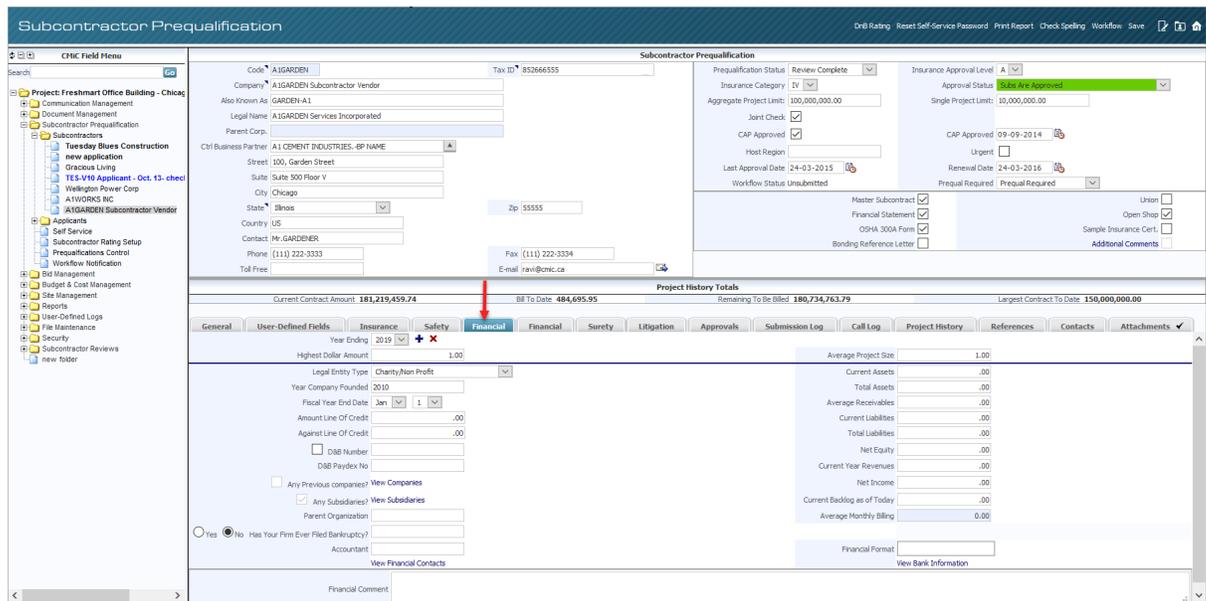
Freeze Year – Checkbox

The Freeze Year checkbox, when checked, causes fields that were previously editable (mostly the amount fields) to not be available for editing for that particular year that is frozen.



The ability to see and update this checkbox is controlled by a prequal (VPQ) collaboration privilege: 'Freeze Year (on Financial and Safety tabs)', and applies to Self Service and SC Prequalification screens. By default, the privilege is unchecked.

Financial – Tab

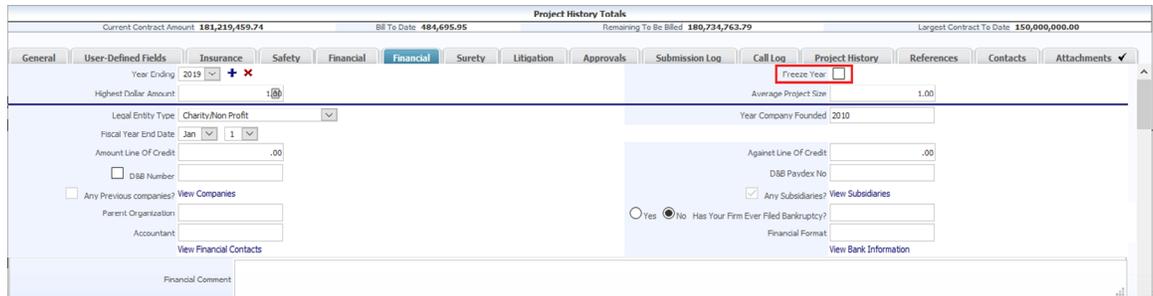


The Financials tab is used to manage the financial information of a subcontractor, and to review the financial stability for prequalification. New financial year information may be created by clicking on the **+** icon. Users may elect to copy the previous year's information as well.

The View Companies link opens a pop-up window to enter/edit any previous companies or subsidiary company information. Also, users may view financial contacts and banking information by opening the pop-up window (not shown in the above screen).

Freeze Year – Checkbox

The 'Freeze Year' checkbox, when checked, causes fields that were previously editable (mostly the amount fields) to not be available for editing for that particular year that is frozen.



The ability to see and update this checkbox is controlled by a prequal (VPQ) collaboration privilege: 'Freeze Year (on Financial and Safety tabs)', and applies to Self Service and SC Prequalification screens. By default the privilege is unchecked.

Surety – Tab

The screenshot displays the 'Surety' tab within the 'Subcontractor Prequalification' application. The left sidebar shows a project tree for 'Project: Freshmart Office Building - Chicago I'. The main form area is divided into several sections. The 'Surety' tab is active, showing a table of bonding capacities and a 'Surety Status' dropdown set to 'Approved'. A red arrow points to the 'Surety' tab in the bottom navigation bar.

Bonding Capacity Range	Rate
\$ 0 - \$ 100 K	.00%
\$ 100 K - \$ 500 K	.00%
\$ 500 K - \$ 1 M	.00%
\$ 1 M - \$ 2 M	.00%
\$ 2 M - \$ 5 M	.00%

The Surety tab is for maintaining the bonding information of a subcontractor which may be used as protection against subcontractor defaults. Also, the surety status such as approved, unapproved, etc. may be set by selecting from the drop-down list. Additional information on this tab may also be entered in the comments section.

Litigation – Tab

The screenshot displays the 'Litigation' tab within the 'Subcontractor Prequalification' application. The 'Litigation' tab is active, showing a table for tracking litigation with 'Yes/No' columns for various questions. The 'Litigation Status' dropdown is set to 'Approved' and the 'Litigation Comments' field contains 'Litigation Cleared'. A red arrow points to the 'Litigation' tab in the bottom navigation bar.

Question	Yes	No
Any current litigation with Owners or General Contractors?	<input type="radio"/>	<input type="radio"/>
Any judgements against in the last 3 years?	<input type="radio"/>	<input type="radio"/>
Any Principals of your company in litigation?	<input type="radio"/>	<input type="radio"/>
Any paid liquidated damages?	<input type="radio"/>	<input type="radio"/>
Any labor law violations?	<input type="radio"/>	<input type="radio"/>
Have you ever defaulted on a contract?	<input type="radio"/>	<input type="radio"/>
Ever failed to complete a contract?	<input type="radio"/>	<input type="radio"/>
Have you ever been terminated from a contract?	<input type="radio"/>	<input type="radio"/>
Have you ever had your license revoked or suspended?	<input type="radio"/>	<input type="radio"/>

The Litigation tab is used to track past and present litigation against the subcontractor. Litigation status may be updated from the available drop-down list as required and comments may be entered to record any detailed information.

Approvals – Tab

The screenshot displays the 'Approvals' tab for a subcontractor named AI GARDEN. The top section contains a form with various fields for company information, insurance details, and approval status. The 'Approval Status' is set to 'Sub-Area Approved'. Below the form is a table with the following data:

Year Ending	Order	Approver Name	Approval Type	Date Submitted	Date Received	Action	Comments	Action
2013	1	Data Admin	Insurance					
2013	2		Insurance					

Below the table is a 'Workflow Progress' section with columns for Action, Role, Date, User, and Notes. The first entry shows a 'REJECTED' action by the 'SYSTEM' on '19-02-2015'.

The Approvals tab is used to assign and track one or more approvers by the approval types to facilitate the applicable workflows.

Submissions Log – Tab

The screenshot displays the 'Submissions Log' tab for the same subcontractor. The table below shows the following data:

Transmit No.	Date Sent	Sent Via	Sent To	Date Received	Submission Detail	Action
001	20-11-2014	EMAIL	Mr.GARDENER		First Renewal Notification (WORKFLOW)	
002	13-02-2015	EMAIL	test tester		Password Reset (PREQUAL)	
003	13-02-2015	EMAIL	test tester		Password Reset (PREQUAL)	
004	05-06-2015	EMAIL	andrijs.zuravels@cmic.ca		Password Reset (PREQUAL)	
005	07-10-2015	EMAIL	Lori DO NOT Gibson- US		Password Reset (PREQUAL)	

The Submission Log tab is used to keep a log of all transmissions when electronically sent to the subcontractor, such as changed password notifications and workflow notifications.

Call Log – Tab

The screenshot displays the 'Subcontractor Prequalification' application. The 'Call Log' tab is selected, showing a table with columns: Call No., Contact Name, Phone, Call Date, Caller, Notes, Call Back, and Call Back Date. A red arrow points to the 'Call Log' tab in the navigation bar.

Call No.	Contact Name	Phone	Call Date	Caller	Notes	Call Back	Call Back Date	Action
001	CMC Inc	555 888 9999	01-10-2014	Aaron Best		<input type="checkbox"/>	30-09-2014	

The Call Log tab is used to maintain a log of all communications to and from the subcontractor.

Project History – Tab

The screenshot displays the 'Subcontractor Prequalification' application. The 'Project History' tab is selected, showing a table with columns: Company Code, Project Code, Project Name, Contract Code, Contract Type, Current Contract Amount, Bill To Date, Remaining To Be Billed, Rating, Contract Date, and Action. A red arrow points to the 'Project History' tab in the navigation bar.

Company Code	Project Code	Project Name	Contract Code	Contract Type	Current Contract Amount	Bill To Date	Remaining To Be Billed	Rating	Contract Date	Action
RVHQ1001	1381740P	1381740P	13817005		210,000.00	0.00	210,000.00	5	07-01-2014	Rate It
ZZ	16107P	LG 16107 project	ZZA1GA0001		17,698.16	0.00	17,698.16		09-02-2016	Rate It
RVHQ1001	161M	161M	G1001		144,000.00	0.00	144,000.00		15-09-2016	Rate It
CCC	1491623M	1491623M	GARDEN1491623M		7,676.00	687.66	6,987.94		26-04-2019	Rate It
ZZ	CMW1P1	Project for CMW1P1	CMW1P1		4,000.00	0.00	4,000.00		20-02-2015	Rate It
77	JSPWTFEST0	jk pep test0	JSPWTF1G001		2,000.00	0.00	2,000.00		26-04-2019	Rate It
RVHQ1001	1615464	1615464 - sc rfp CREATION	G1000		35,000.00	4,783.33	30,216.67		15-08-2016	Rate It
RVHQ1001	100001	100001 Name of the Job	GAR1001		8,999.00	9,000.00	-1.00		26-10-2017	Rate It
RVHQ1001	100001	100001 Name of the Job	G68965		45,000.00	0.00	45,000.00		18-08-2017	Rate It
RVHQ1001	100001	100001 Name of the Job	U888		25,000.00	0.00	25,000.00		11-10-2016	Rate It
RVHQ1001	100001	100001 Name of the Job	G920		16,764.00	0.00	16,764.00		02-11-2017	Rate It
RVHQ1001	100001	100001 Name of the Job	H689		19,316.55	0.00	19,316.55		02-11-2017	Rate It
RVHQ1001	100001	100001 Name of the Job	CAR101		10,000.00	0.00	10,000.00		27-10-2017	Rate It

The Project History tab includes company, project, contract code, and the amounts which the subcontractor is associated with. This is useful to view historical contract data in a log with the ability to critique and rate via a predefined questionnaire pop-up window.

Rate It

The screenshot shows the 'Subcontractor Prequalification' software interface. The main window displays subcontractor details for AIGARDEN. A 'Rate It' pop-up window is open, titled 'Subcontractor Rating'. This window contains a table with columns for 'Date Completed', 'Project Contact', 'Data Admin', and a grid for rating various criteria. A red arrow points to the 'Save' button in the pop-up window.

Date Completed	Project Contact	Data Admin	Poor	Average	Excellent	N/A
03-10-2014						
1	Has your company managed to complete most project work within the allotted schedules?					
2	How do you manage your work?					
3	Had either a state or the federal occupational Safety and Health Administration Cite serious violations and assess penalties against your firm?					
4	Had either a state or the federal Environment Protection Agency (EPA) issue a Notice of Violation (NOV) and/or assess penalties against your firm?					
5	Had a period when your firm had employees without workers compensation insurance or state approved self-insurance?					
6	Been a debtor in a bankruptcy case?					
7	Filed for bankruptcy under any of the bankruptcy codes?					
8	Had a business license or certifications been suspended?					
9	Had either a state or the federal Environment Protection Agency (EPA) issue a Notice of Violation (NOV) and/or assess penalties against your firm?					

The Rate It pop-up window is used to rate the work performed by the subcontractor, as well as add comments. These ratings are defined using the Subcontractor Rating Setup screen.

References – Tab

The screenshot shows the 'Subcontractor Prequalification' software interface. The main window displays subcontractor details for ABC Continental Ltd. The 'References' tab is active, showing a list of references with columns for 'Company Name', 'Street', 'City', 'State', 'Zip', 'Phone', and 'E-mail'.

Company Name	Street	City	State	Zip	Phone	E-mail
ABC Continental Ltd	100, Downtown	Orlando	FL	32554	(111) 777-9999	abccontinental@ccc.com

The References tab is used for the entry of all references associated with the subcontractor.

Contacts – Tab

Subcontractor Prequalification

Code: A1GARDEN Tax ID: 85266555

Company: A1GARDEN Subcontractor Vendor

Also Known As: GARDEN-A1

Legal Name: A1GARDEN Services Incorporated

Parent Corp:

City Business Partner: A1 CEMENT INDUSTRIES- 4P NAME

Street: 100, Garden Street

Suite: Suite 500 Floor V

City: Chicago

State: Illinois Zip: 55555

Country: US

Contact: Mr. GARDNER

Phone: (111) 222-3333 Fax: (111) 222-3334

Toll Free: E-mail: rawn@cmc.ca

Prequalification Status: Review Complete Insurance Approval Level: A

Insurance Category: IV Approval Status: **Auto Ins. Approved**

Aggregate Project Limit: 100,000,000.00 Single Project Limit: 10,000,000.00

Joint Check CAP Approved CAP Approved: 09-09-2014

Host Region: Urgent Last Approval Date: 24-03-2015 Renewal Date: 24-03-2016

Workflow Status: Unsubmitted Prequal Required: Prequal Required

Master Subcontract Union
 Financial Statement Open Shop
 OSHA 300A Form Sample Insurance Cert.
 Bonding Reference Letter Additional Comments

Current Contract Amount: **181,219,459.74** Bill To Date: **484,695.95** Remaining To Be Billed: **180,734,763.79** Largest Contract To Date: **150,000,000.00**

General | User-Defined Fields | Insurance | Safety | Financial | Financial | Surety | Litigation | Approvals | Submission Log | Call Log | Project History | References | **Contacts** | Attachments

No Records Found

The Contacts tab is used to maintain all relevant subcontractor contacts. Selecting a contact opens the PM JSP Contact Maintenance screen and all relevant information may be entered/edited.

Attachments – Tab

Subcontractor Prequalification

Code: A1GARDEN Tax ID: 85266555

Company: A1GARDEN Subcontractor Vendor

Also Known As: GARDEN-A1

Legal Name: A1GARDEN Services Incorporated

Parent Corp:

City Business Partner: A1 CEMENT INDUSTRIES- 4P NAME

Street: 100, Garden Street

Suite: Suite 500 Floor V

City: Chicago

State: Illinois Zip: 55555

Country: US

Contact: Mr. GARDNER

Phone: (111) 222-3333 Fax: (111) 222-3334

Toll Free: E-mail: rawn@cmc.ca

Prequalification Status: Review Complete Insurance Approval Level: A

Insurance Category: IV Approval Status: **Auto Ins. Approved**

Aggregate Project Limit: 100,000,000.00 Single Project Limit: 10,000,000.00

Joint Check CAP Approved CAP Approved: 09-09-2014

Host Region: Urgent Last Approval Date: 24-03-2015 Renewal Date: 24-03-2016

Workflow Status: Unsubmitted Prequal Required: Prequal Required

Master Subcontract Union
 Financial Statement Open Shop
 OSHA 300A Form Sample Insurance Cert.
 Bonding Reference Letter Additional Comments

Current Contract Amount: **181,219,459.74** Bill To Date: **484,695.95** Remaining To Be Billed: **180,734,763.79** Largest Contract To Date: **150,000,000.00**

General | User-Defined Fields | Insurance | Safety | Financial | Financial | Surety | Litigation | Approvals | Submission Log | Call Log | Project History | References | Contacts | **Attachments**

Attachment	Type	Number	Name	Rev. Number	Rev. Date	Description	Notes	Approvals	User	Status	Attachment	Esigns	Esign Status	Action
Attachment	Attachment	00000001	Attachment 1	0	15-11-2016	History		Terry Salandanan		SUBMITTED	Outlook and Skype.txt		Esign Status	

The Attachments tab is for the attaching of applicable subcontractor documentation. Throughout the process of subcontractor prequalification, there will be a good number of documents required from the subcontractor. A subcontractor may attach an unlimited number of documents through the Subcontractor Self-Service screen.

Self Service

Overview – Prequalification Self Service

Subcontractor Prequalification Questionnaire
All questions contained in this questionnaire are strictly confidential.

Company Headquarters Information

Federal Tax ID: Year Company Founded:

Company Name:

Also Known As:

Legal Name:

Parent Corp:

Address:

Suite:

City:

State:

Zip:

Country:

Contact:

Phone:

Toll Free:

Fax:

E-mail:

Branch Offices: (Enter your branch office(s) and bid contact names) [Add Row](#)

Indicate what region your company does work in:

Select All Regions

Central Canada

Eastern Canada

Western Canada

US North Eastern

US North Western

US South East

US South Western

York Region Toronto

Please Enter your Federal Tax ID.

This connection is not secure. Logins entered here could be compromised. [Learn More](#)

[View Saved Logins](#)

Page 1 of 7 | Next

When logging into the Subcontractor Prequalification Self Service module, they will initially be prompted to enter their federal tax ID.

If they do not enter a valid federal tax ID and/or matching password, they will receive the following error message and no option to continue.

Subcontractor Qualification Questionnaire

You need a valid Federal Tax ID in order to Prequalify.
If you have any questions please contact the Prequalification Department

If they enter a new federal tax ID, they will then be prompted to enter a password (twice to validate entry) and then be able to continue with filling in the prequalification questionnaire.

Subcontractor Prequalification Questionnaire

Company Name and Locations

Page 1 of 7 | Next

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

Company Headquarters Information

Federal Tax ID:	201002289	Year Company Founded:	1988
Company Name:	SC Performance Contracting Corporation		
Also Known As:			
Legal Name:			
Parent Corp.:			
Address:	4850 Keele Street	Contact:	Fred Jones
Suite:		Phone:	(305) 555-5555
City:	Miami	Toll Free:	(888) 525-5555
State:	Florida	Fax:	(305) 555-5050
Zip:	31206	E-mail:	fred@scpsc.com
Country:	USA		

Branch Offices: (Enter your branch office(s) and bid contact names)

Branch Name:	Miami Accounting Office	Contact:	Grace Jones
Address:	4850 Keele St	Phone:	
Suite:	Suite 12	Toll Free:	
City:	Miami	Fax:	
State:	Florida	E-mail:	grace@scpsc.com
Zip:	31206		
Country:	USA		

Remove Row

Add Row

Indicate what region your company does work in:

<input type="checkbox"/> Select All Regions	<input checked="" type="checkbox"/> US North Eastern	<input checked="" type="checkbox"/> US South Western
<input checked="" type="checkbox"/> Central Canada	<input checked="" type="checkbox"/> US North Western	<input checked="" type="checkbox"/> York Region Toronto
<input checked="" type="checkbox"/> Eastern Canada	<input checked="" type="checkbox"/> US South East	
<input checked="" type="checkbox"/> Western Canada		

Page 1 of 7 | Next

Self Service – Page 1 – Office and Company General Information

The first page of the questionnaire requires an applicant to maintain information such as company, contact, branch, and region of work. The mandatory fields are marked with a triangle icon (▲) and must be entered by the applicant. New rows may be added if required to maintain more than one branch office. Click [Next] to go to the next page when all the mandatory information has been entered.

Once all mandatory fields have been entered, applicants may use [Save Draft] on the top right corner of the page to save their work, should they prefer to return at a later time to complete their application.

License, Trade, and Business Status

Save Draft | Previous | Page 2 of 7 | Next

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

General Information

License Information: Enter your company's contractors license information

Authority	Class	License Number	Date Expire	
Alaska				Remove Row Add Row

Minority Business Enterprise Status:

<input type="checkbox"/> NA	<input type="checkbox"/> Class 01	<input type="checkbox"/> Architectural
<input type="checkbox"/> Concrete	<input type="checkbox"/> Customer	<input type="checkbox"/> Design
<input type="checkbox"/> Electrical	<input type="checkbox"/> General Subcontractors	<input type="checkbox"/> Government
<input type="checkbox"/> Government	<input type="checkbox"/> Heating Ventilation and Air	<input type="checkbox"/> Material Supplier
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Medical/Hospital	<input type="checkbox"/> Metal
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Retail Stores - Clothing	<input type="checkbox"/> Retail Stores - Groceries
<input type="checkbox"/> Roofing	<input type="checkbox"/> Taxation Agencies	<input type="checkbox"/> Trucking and Delivery
<input type="checkbox"/> Union	<input type="checkbox"/> Warehousing of Goods	<input type="checkbox"/> SCA..
<input type="checkbox"/> Other		

Is your firm signatory to any unions? Yes No

Trade Information:	Certifying Agency Names:
Remove Row Add Row	Remove Row Add Row

Add Row

Save Draft | Previous | Page 2 of 7 | Next

Self Service – Page 2 – General Information including Licenses, Trades, and MBES Status

The second page has a General Information section where the license information of the applicant can be entered. This page requires that at least one trade is selected from the available list. If any minority status is selected, then it is mandatory to select a certifying agency as well from the list.

Save Draft | Previous | Page 2 of 7 | Next

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

General Information

License Information: Enter your company's contractors license information

Authority	Class	License Number	Date Expire	
Alaska	A	320065FL-C	01-Aug-2020	Remove Row Add Row

Minority Business Enterprise Status:

<input type="checkbox"/> NA	<input type="checkbox"/> Class 01	<input type="checkbox"/> Architectural
<input type="checkbox"/> Concrete	<input type="checkbox"/> Customer	<input type="checkbox"/> Design
<input type="checkbox"/> Electrical	<input type="checkbox"/> General Subcontractors	<input type="checkbox"/> Government
<input type="checkbox"/> Government	<input type="checkbox"/> Heating Ventilation and Air	<input type="checkbox"/> Material Supplier
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Medical/Hospital	<input type="checkbox"/> Metal
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Retail Stores - Clothing	<input type="checkbox"/> Retail Stores - Groceries
<input type="checkbox"/> Roofing	<input type="checkbox"/> Taxation Agencies	<input type="checkbox"/> Trucking and Delivery
<input type="checkbox"/> Union	<input type="checkbox"/> Warehousing of Goods	<input type="checkbox"/> SCA..
<input type="checkbox"/> Other		

Is your firm signatory to any unions? Yes No

Trade Information:	Certifying Agency Names:
030110 - Maintenance of Concrete Forming and Accessories	
040100 - Maintenance of Masonry	
017329 - Cleaning and Waste Management	
017319 - Installation	
260000 - Electrical	
Remove Row Add Row	Remove Row Add Row

Add Row

Save Draft | Previous | Page 2 of 7 | Next

Self Service – Page 2 Trade Information Sample

Find: % <input type="text"/>			<input type="button" value="Go"/>	<input type="button" value="Close"/>	<input type="button" value="Accept"/>
<input type="button" value="Prev Set"/>			1 - 50 of 62	<input type="button" value="Next Set >>"/>	
Code	Name	<input type="checkbox"/>			
0000211	CMIC Miscellaneous	<input type="checkbox"/>			
002	Site Office CSI	<input type="checkbox"/>			
0173113	Application	<input type="checkbox"/>			
017316	Erection	<input type="checkbox"/>			
017319	Installation	<input type="checkbox"/>			
017323Q	Bracing and Anchoring	<input type="checkbox"/>			
017326	Existing Products	<input type="checkbox"/>			
017329	Cleaning and Waste Management	<input type="checkbox"/>			
017400	Closeout Procedures	<input type="checkbox"/>			
017401	Setup Procedures	<input type="checkbox"/>			
030110	Maintenance of Concrete Forming and Accessories	<input type="checkbox"/>			
030120	Maintenance of Concrete Reinforcing	<input type="checkbox"/>			
030123	Maintenance of Stressing Tendons	<input type="checkbox"/>			

Trade Information pop-up window

The Trade Information pop-up window is populated from the system. Applicants are required to select all those that apply to their companies. The system requires that a minimum of one trade is selected by the applicant.

Insurance and Safety Information

[Save Draft](#) | [Previous](#) | [Page 3 of 7](#) | [Next](#)

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

Insurance Information

NOTE: Please review the attached Attachment A - Insurance Requirements to verify whether or not your company meets Insurance requirements. If your policy does not meet our requirements please mark up the Attachment A to reflect any differences between your policy and our requirements. IMPORTANT!! Please send a copy of your current Insurance Certificate.

Insurance Broker Name: GL Expiration Date:

We have reviewed the attached documents and we fully meet the Insurance Requirements Yes No

If you have checked No, then please check from the list below, the Insurance Requirements you DO NOT MEET.

GL Limits per occurrence are only \$1M with no Umbrella/Excess Policy.

Aggregate limits do not apply separately per project. (Unless Aggregate + Umbrella Limits are greater than \$5M)

Additional Insured Endorsement does not cover completed operations.

Mold Coverage in GL Policy or Separate Pollution Liability Coverage.

Additional Insured Endorsement does not include primary wording.

Other

Insurance Comments:

Safety Information (OSHA Form 300 Must Be Attached)

Does your company have a written field based safety program? Yes No

Does your company have a substance abuse policy? Yes No

Do you hold site safety meetings? Yes No How Often?

Do you conduct project site safety inspections? Yes No How Often?

Who follows up on these inspections?

Year	Citations	EMR	RIR	LTIR	FWH	ANE	Fatalities
2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

[Add Row](#)

Citations - Please enter number of OSHA Citations received during that year (citations, not violations)
EMR - Experience Modification Rate. Your Workers Comp carrier should have this information
RIR - Recordable Incident Rate - Add columns I & J from the OSHA 300A form.
LTIR - Lost Time Incident Rate - Column H from the OSHA 300A form
FWH - Total hours worked by all employees - located on right hand side of OSHA 300A form
ANE - Annual Number of Employees - located on right hand side of OSHA 300A
Fatalities - Column G from OSHA 300A form

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Self Service – Page 3

The insurance and safety information can be entered using page 3. The Insurance Broker Name, Expiration Date, and the ‘Agreement of Fulfillment of the Insurance Requirements’ checkbox are mandatory. If selecting “No”, then there are additional fields which become editable and applicants may check the appropriate boxes.

The lower section presents the safety information questionnaire, where all of the fields are mandatory. The legend at the bottom provides a detailed description of the abbreviated column headers such as EMR, ANE, etc.

Surety and Financial Information

[Save Draft](#) | [Previous](#) | [Page 4 of 7](#) | [Next](#)

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

Surety Information

Is your Company Bondable? Yes No

Surety Company: \$ 0 - \$ 100 K:

Broker Name: \$ 100 K - \$ 500 K:

Phone: \$ 500 K - \$ 1 M:

Single Project Bonding Capacity: \$ 1 M - \$ 2 M:

Aggregate Project Bonding Capacity: \$ 2 M - \$ 5 M:

Current amount under bond today:

Financial Information

Financial Year Ending: [Add Year](#)

Legal Entity Type: Do you have D&B Number? Yes No Number:

Year Company Founded: D&B Paydex No:

Fiscal Year End Date:

Subsidiary Names: 1. Previous Company Names: 1.

2. 2.

3. 3.

4. 4.

5. 5.

Parent Organization:

Has Your Firm Ever Filed Bankruptcy? Yes No If Yes, explain:

Accountant: Financial Format:

Subcontractor is required to send a financial statement. This document will be held in strict confidence for the purpose of this Subcontractor Prequalification only.
 NOTE: Audited financial statements and a reference letter from your bonding company will not be required for subcontractors that will be performing work under the value of \$50,000.

Amount Line Of Credit: Questions regarding Financial Information, please contact the Prequalification Department

Against Line Of Credit:

Highest Dollar Project Ever Awarded:

Average Project Size:

Company Officers:

Company Officer Name	Title	Action
<input type="text" value="Gary Smith"/>	<input type="text" value="Mr."/>	Remove Row Add Row

[Save Draft](#) | [Previous](#) | [Page 4 of 7](#) | [Next](#)

Self Service Page 4 – Surety, Financial Information and Company Officers

The Surety and Financial Information page allows subcontractors to enter vital financial details of their companies. The Surety Information section maintains the single and aggregate project limits allowed for the company. The Financial Information section allows storing the D&B number if applicable. The appropriate legal entity type may be selected from the list. Mandatory requirements such as the D&B number, amounts of credit, etc. are marked with a triangle icon (▼). Applicants must enter those values before proceeding to the next page.

Financial Contacts, Litigation Information, and References

[Save Draft](#) | [Previous](#) | [Page 5 of 7](#) | [Next](#)

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

Financial Information

Enter information for a contact in your company who can answer specific questions about your Financials:

Contact Name: <input type="text" value="Danny Fernandis"/>	Phone: <input type="text" value="2165689999"/>	Fax: <input type="text"/>
Title/Position: <input type="text" value="Accountant"/>	E-mail: <input type="text" value="test@cmic.ca"/>	
Bank Reference:		
Name of Bank: <input type="text" value="Canadian Company"/>	Phone: <input type="text" value="2169869999"/>	
Contact Name: <input type="text" value="Melissa Brown"/>	Fax: <input type="text"/>	
Title/Position: <input type="text"/>	E-mail: <input type="text" value="test@cmic.ca"/>	

Litigation Information

If yes, please enter a brief description

Any current litigation with Owners or General Contractors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Any judgements against in the last 3 years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Any Principals of your company in litigation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Any paid liquidated damages? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Any labor law violations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Have you ever defaulted on a contract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Ever failed to complete a contract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Have you ever been terminated from a contract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>
Have you ever had your license revoked or suspended? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>

References

Company Name: <input type="text"/>	Contact Name: <input type="text"/>
Address: <input type="text"/>	E-mail: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Phone: <input type="text"/>
Remove Row	
Company Name: <input type="text"/>	Contact Name: <input type="text"/>
Address: <input type="text"/>	E-mail: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Phone: <input type="text"/>
Remove Row	
Company Name: <input type="text"/>	Contact Name: <input type="text"/>
Address: <input type="text"/>	E-mail: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Phone: <input type="text"/>
Remove Row	
Add Row	

[Save Draft](#) | [Previous](#) | [Page 5 of 7](#) | [Next](#)

Self Service Page 5 – Financial Contacts, Litigation Information, and References

Subcontractors are required to provide their contact information for the finance department and the banking references. The middle block requires litigation information of the subcontractor, if any. All questions are mandatory in this section. References may be entered in the last section as required.

Attachments and Submission

[Save Draft](#) | [Previous](#) | [Page 6 of 7](#) | [Next](#)

Subcontractor Prequalification Questionnaire

All questions contained in this questionnaire are strictly confidential.

User-Defined Fields

	Header 1
Comments	
	Header 2
E-Mail test@cmic.ca	
Compliance	
Acknowledge that you have reviewed our Subcontractor code of conduct, that you accept its terms and will adhere to its principles, and that you will report any suspect violation of the code known to you.	
Cut and Paste the following URL to access the Supplier Code: https://cmic.ca/ .	
Acknowledgement Date 14-Aug-2019	Acknowledge Date Forms 23-Aug-2019
ACK DATE ADF 23-Aug-2019	File Attachments 1

The following attachments are requested to be submitted at the same time as the prequalification. At least one of them must exist before you will be able to submit the form to us.

Signed W9 form
 Sample Insurance Certificate including the endorsements
 OSHA 300 A forms for last 3 years (note - these are different than the 300 forms)
 Reference letter from bonding agent if your firm is bondable
 Third party prepared financial statements if wishing to do scopes of work greater than \$50,000.

Should you need to send any of these at a separate time, they can be e-mailed or faxed directly to our Prequalification Department.

Please click **Add Row**, add a description such as "insurance cert" and then the browse button to attach documents to your application.

Attachments (PRQ)

Description: Bid Package- Add Items.msg	File: <input type="button" value="Browse..."/> No file selected.	Financial Attachment: <input type="checkbox"/> Remove Row
	<input type="button" value="Add Row"/>	

[Save Draft](#) | [Previous](#) | [Page 6 of 7](#) | [Next](#)

Self Service Page 6 – Attachment options

Amount Line Of Credit 7,500,000.00 Against Line Of Credit 1,250,000.00 Highest Dollar Project Ever Awarded 8,500,000.00 Average Project Size 1,350,000.00	Questions regarding Financial Information, please contact the Prequalification Department
--	---

Company Officers:

Company Officer Name	Title
Gary Smith	Mr.

Financial Information

Enter information for a contact in your company who can answer specific questions about your Financials:

Contact Name:	Danny Fernandis	Phone	2165689999	Fax
Title/Position:	Accountant	E-mail	test@cmic.ca	
Bank Reference:				
Name of Bank:	Canadian Company	Phone	2169869999	
Contact Name:	Melissa Brown	Fax		
Title/Position:		E-mail	test@cmic.ca	

Litigation Information

If yes, please enter a brief description

Any current litigation with Owners or General Contractors?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Any judgements against in the last 3 years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Any Principals of your company in litigation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Any paid liquidated damages?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Any labor law violations?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you ever defaulted on a contract?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Ever failed to complete a contract?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you ever been terminated from a contract?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you ever had your license revoked or suspended?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

References

User-Defined Fields

	Header 1
Comments comments	
	Header 2
E-Mail test@cmic.ca	
Compliance	
Acknowledge that you have reviewed our Subcontractor code of conduct, that you accept its terms and will adhere to its principles, and that you will report any suspect violation of the code known to you.	
Cut and Paste the following URL to access the Supplier Code: https://cmic.ca/ .	
Acknowledgement Date 14-AUG-2019	Acknowledge Date Forms 23-AUG-2019
ACK DATE ADF 23-AUG-2019	File Attachments 1

Please note that after you hit Submit you should receive a confirmation page. If you do not, please contact the Prequal team directly.

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Self-Service Page 7 - Submission

Subcontractor Qualification Questionnaire Submitted

We will review your Prequalification request and will contact you if any further information is required.
If you have any questions please contact the Prequalification Department

Self Service – Submission confirmation

The subcontractor applicant is now available to internal users for amendments, review, and approval via workflow.

Prequalification Setup

Key Integration Points

CMiC Workflow

- Streamline the approval and renewal process.
- Define approvers in the prequalification front end by type.

Business Partner Maintenance

- Manage partner attributes in either screen.

Subcontract Entry

- Assign the contract rating.
- Review aggregate and single project limits.
- Receive hard or soft warnings when exceeding limits.

Assign Bidders

- Use prequalification data to aid in the bidder selection process on the invitation to bid and bid packages.

Prequalification Control & Maintenance Options

Prequalification Control

- Define instructions and error messages.
- Define instructions and messages included within Workflow notifications.
- Select warnings vs. hard stops on single and project limit overages in Subcontractor Prequalification.

Log Builder

- Vendor Prequalification – Applicants
- Vendor Prequalification – Partners

Role Maintenance

- Assign Programs
- Assign Menu Items
- Assign Privileges
- Assign Field Security

Prompt Maintenance

- Update verbiage on headers, columns, tabs, and buttons.
- Assign at user and/or project level.

Prequalification Control

Prequalification Control	
Self Service Header	<u>Subcontractor Prequalification Questionnaire </u>
Self Service Header Sub	All questions contained in this questionnaire are strictly confidential.
Self Service Insurance	<u>NOTE:</u> Please review the attached Attachment A - Insurance Requirements to verify whether or not your company meets Insurance requirements. If your policy does not meet our requirements please mark up the Attachment A to reflect any differences between your policy and our requirements. IMPORTANT!! Please send a copy of your current Insurance Certificate.
Report On Business	Do you have D\&B Number?
Report On Business Link	http://www.dnbi.com/
Self Service Financial Statement	Subcontractor is required to send a financial statement. This document be held in strict confidence for the purpose of this Subcontractor Prequalification only. <u>NOTE:</u> Audited financial statements and a reference letter from your bonding company will not be required for subcontractors that will be performing work under the value of \$50,000.
Self Service Financial Information Questions	Questions regarding Financial Information, please contact the Prequalification Department
Self Service Error Page	You need a valid Federal Tax ID in order to Prequalify. If you have any questions please contact the Prequalification Department
Self Service Password Error Page Text	The Tax ID or Password that you entered is not valid.

The Prequalification Control screen sets up the text seen in many of the Prequalification screens available. Default text is populated in the fields. However, all text as shown above is editable to suit individual needs.

The text entered in these fields supports basic HTML formatting, such as for bold, <u> for underline, etc.

Generally, there should be text in each and every field on the maintenance screen. If unsure what text is appropriate, paste in a copy of the description for the field, as that allows for tracking back to this screen when the text appears while using the application.

Control Flag to Make References Mandatory in Self Service

The screenshot shows the 'Subcontractor Prequalification' control screen. On the left is a 'CMIC Field Menu' with various navigation options. The main area contains several sections for configuring email notifications and self-service options. At the bottom, there are checkboxes for 'Classification Section Required', 'Display Financial Calculations in Self-Service', and 'Self-Service (3) References Are Required'. The 'Self-Service (3) References Are Required' checkbox is highlighted with a red box.

The 'Self-Service (3) References Are Required' checkbox in the Subcontractor Prequalification Control screen is used to indicate whether references in Self-Service are mandatory or not. When the box is checked, all the fields in the first three sections of the References section of Self-Service are mandatory. Any additional references are not mandatory.

References					
Company Name				Contact Name	
Address				E-mail	Remove Row
City	State	Zip		Phone	
Company Name				Contact Name	Remove Row
Address				E-mail	Remove Row
City	State	Zip		Phone	
Company Name				Contact Name	Remove Row
Address				E-mail	Remove Row
City	State	Zip		Phone	
Add Row					

Alternate Self Service URL

This field can be used to provide an alternate URL for external users, so that they do not have access to the client's internal server.

Subcontractor Rating Setup

Subcontract Rating Questionnaire Setup

The Subcontractor Rating Setup screen is provided to allow customized rating questions to be used for rating subcontractor performance on contracts they have worked on.

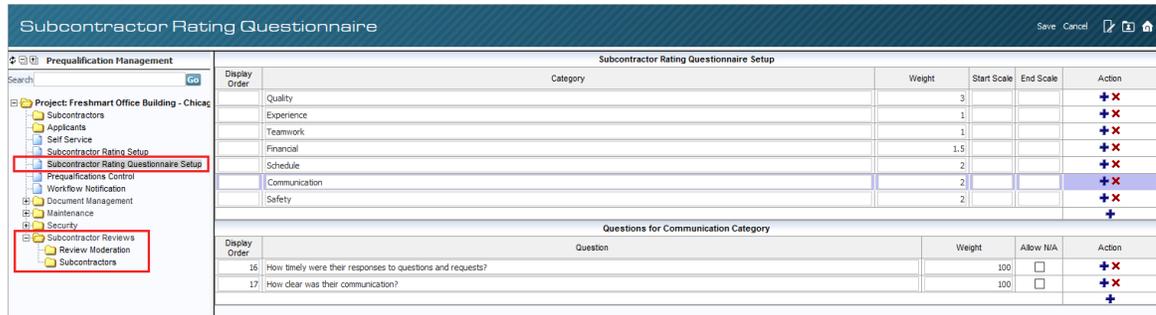
NOTE: If the mobile application is not being used, use the Subcontractor Rating Setup menu on the CMiC Field Treeview, shown in the red box above.

Questions are designed with a scale factor such as 1 to 5. If the question should be allowed to be unanswered, the 'Allow N/A' flag must be checked on the question. When entering questions, both the Display Order Number and the Question Weight fields must be specified. To add additional questions, click the Add icon (+) and to delete any question, use the Delete icon (X).

Sample Rating Questionnaire for a contract (History tab of the Subcontract Prequalification screen)

Subcontractor Ratings – Mobile Integration

Overview – Setup & Administration



Subcontractor Ratings Mobile functionality in Subcontractor Prequalification JSP module

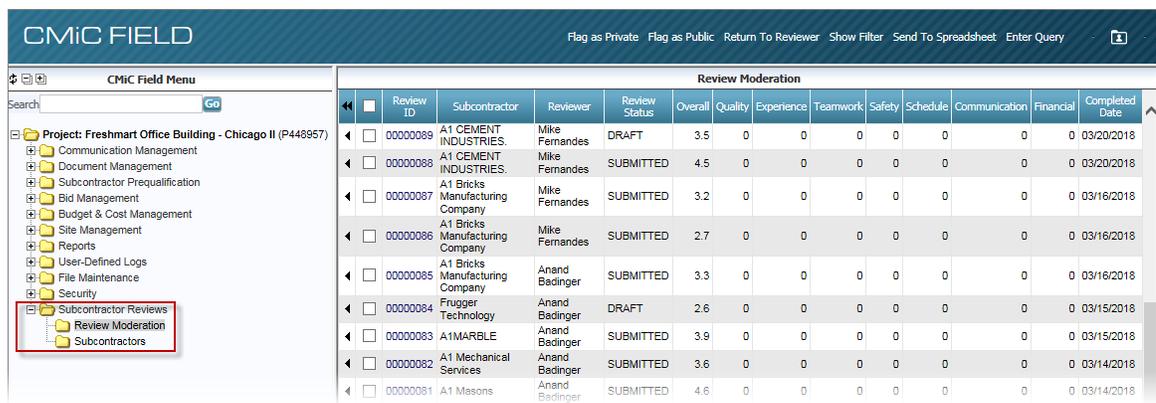
NOTE: If the mobile application is being used, use the Subcontractor Rating Questionnaire Setup menu on the Prequalification Management Treeview, shown in the red box above.

This section provides details about setting up the user-defined rating categories and questions (e.g. quality, experience, communication, etc.) for Subcontractor Ratings (Mobile) in the Subcontractor Prequalification JSP module, shown above, and about monitoring reviews.

Assumptions:

- Category items will be fixed and defined by the client. These will not be changed once defined.
- Category weights should all be the same.
- Questions are fixed and defined by clients and will not be changed or altered in any way once defined.
- The scale starts at 0 and ends at 5.
- The ratings are not required for each question, therefore if the rating is null it should be skipped and does not impact the calculation.

NOTE: The Subcontractor Reviews functionality for monitoring reviews is also available in CMiC Field (JSP):



Subcontractor Prequalification – JSP

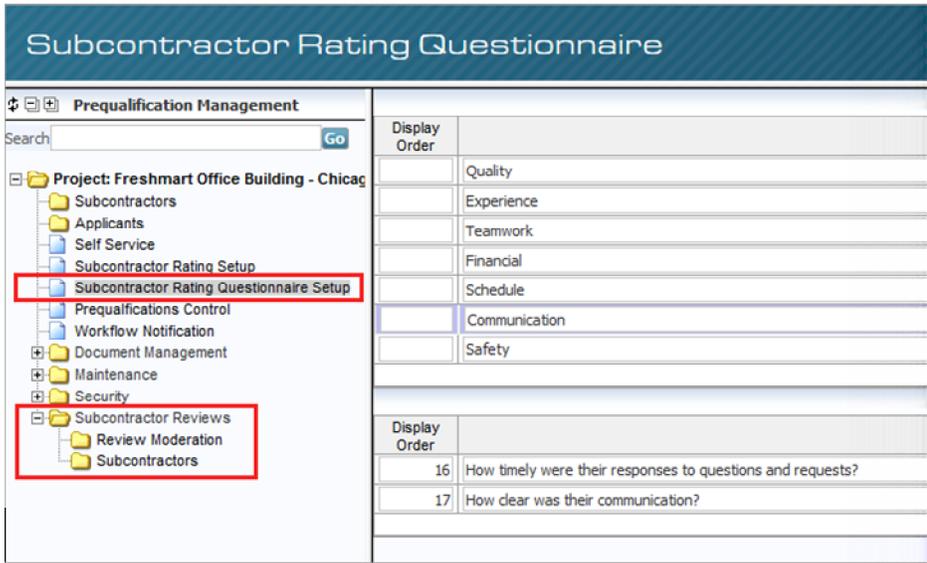
The screenshot displays the CMiC Launch Page interface. At the top left is the CMiC logo. Below it, the page is divided into two main sections: 'DEVELOPMENT TOOLS' and 'SOFTWARE V10'. Each section has a 'CHOOSE A TOOL:' or 'CHOOSE A PRODUCT:' column and a 'CHOOSE AN ENVIRONMENT:' column. In the 'SOFTWARE V10' section, the 'Subcontractor Prequalification' option is highlighted with a red box. At the bottom right, there is a 'Logout' link.

DEVELOPMENT TOOLS		SOFTWARE V10	
CHOOSE A TOOL:	CHOOSE AN ENVIRONMENT:	CHOOSE A PRODUCT:	CHOOSE AN ENVIRONMENT:
<ul style="list-style-type: none">• Treeview Builder• Query Builder• Process Builder• Workflow Monitor• Form Letter Definition• Jasper Server / Analytics• Program Builder• Simple Menu• Report Parameters• Oracle Report Queue• Server Logs• Latest Server Log• Catalog Builder• Dashboard Builder	<ul style="list-style-type: none">• testv10x• pretestv10x	<ul style="list-style-type: none">• Enterprise Console• Enterprise Classic• Classic without treeview• Project Management• Timesheet Entry• HR Self-Service• Opportunity Management• Subcontractor Prequalification	<ul style="list-style-type: none">• testv10x• pretestv10x

[RUN DevTools »](#) [RUN Software »](#) [Logout](#)

The Subcontractor Prequalification JSP module can be launched using the CMiC Launch Page, as shown in the above sample of a CMiC Launch Page.

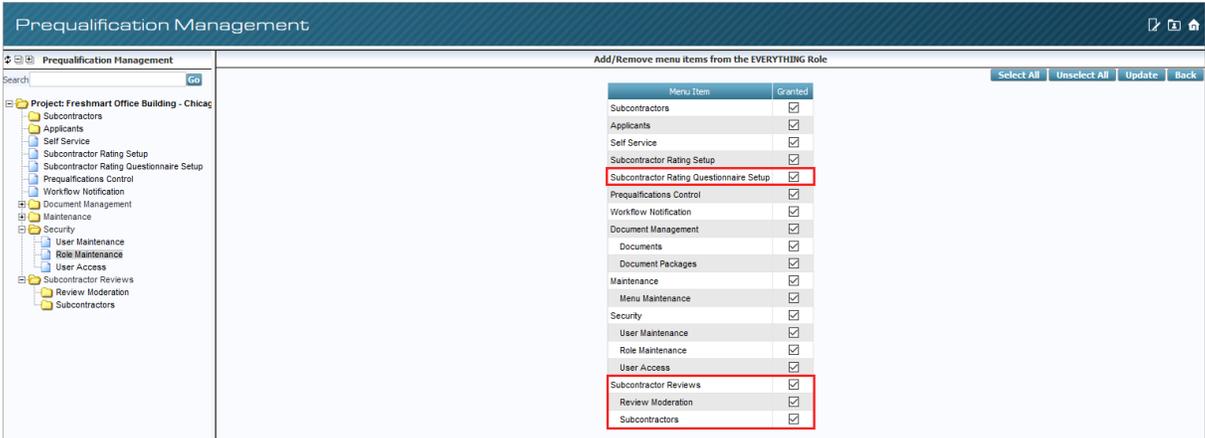
Security Setup for Subcontractor Ratings Mobile



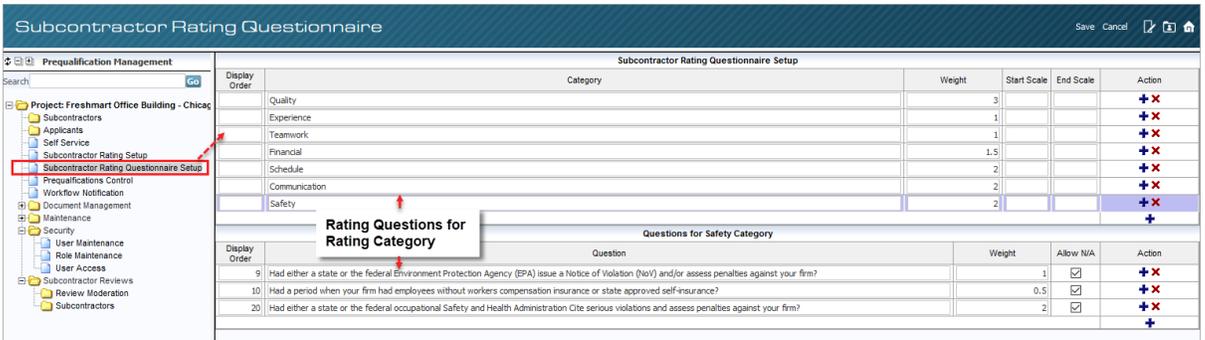
To grant a user access to the Subcontractor Rating Questionnaire Setup, Review Moderation, and Subcontractors screens (links framed above), use the Role Maintenance screen's Assign Menu Items option, shown below, to grant their JSP security role access to these screens:



Framed in the screenshot below are the menu items for the Subcontractor Ratings Mobile screens:



Subcontractor Rating Questionnaire Setup



This screen is used to set up the rating categories, and where applicable, to set up rating questions for categories.

NOTE: By default, ratings are not required for each question. Therefore, if a rating is null, it is skipped and does not impact the calculation.

CMiC Field – JSP

This section contains details about the Subcontractor Ratings Mobile functionality and setup in the CMiC Field module.

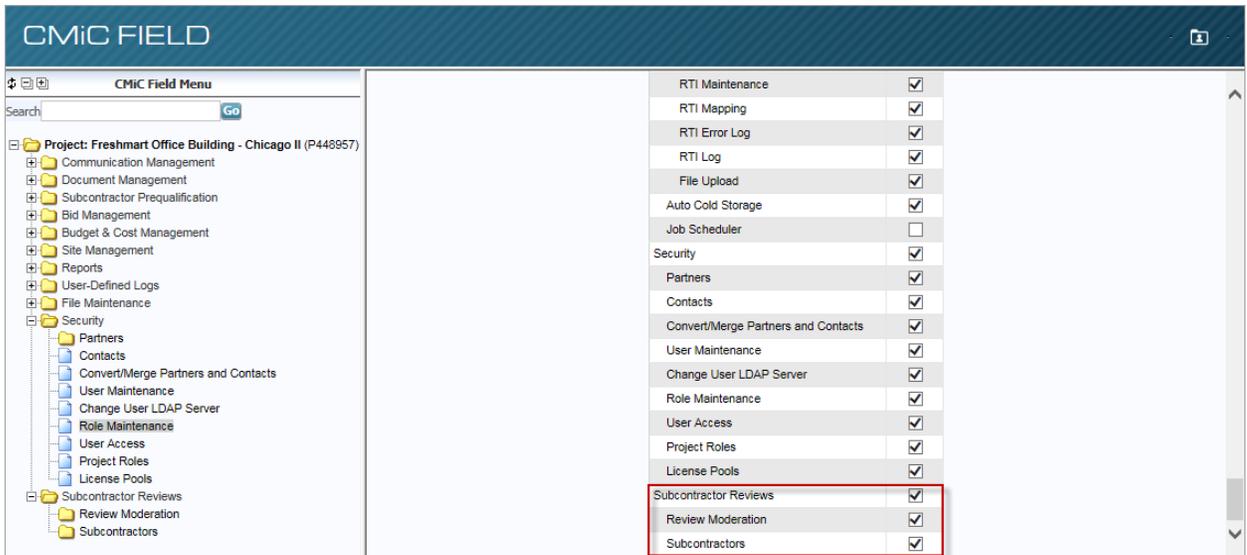
Security Setup for Subcontractor Ratings Mobile – CMiC Field

CMiC FIELD													
Flag as Private Flag as Public Return To Reviewer Show Filter Send To Spreadsheet Enter Query													
CMiC Field Menu	Review Moderation												
Search	Review ID	Subcontractor	Reviewer	Review Status	Overall	Quality	Experience	Teamwork	Safety	Schedule	Communication	Financial	Completed Date
Project: Freshmart Office Building - Chicago II (P448957)	<input type="checkbox"/>	00000089	A1 CEMENT INDUSTRIES.	Mike Fernandes	DRAFT	3.5	0	0	0	0	0	0	03/20/2018
Communication Management	<input type="checkbox"/>	00000088	A1 CEMENT INDUSTRIES.	Mike Fernandes	SUBMITTED	4.5	0	0	0	0	0	0	03/20/2018
Document Management	<input type="checkbox"/>	00000087	A1 Bricks Manufacturing Company	Mike Fernandes	SUBMITTED	3.2	0	0	0	0	0	0	03/16/2018
Subcontractor Prequalification	<input type="checkbox"/>	00000086	A1 Bricks Manufacturing Company	Mike Fernandes	SUBMITTED	2.7	0	0	0	0	0	0	03/16/2018
Bid Management	<input type="checkbox"/>	00000085	A1 Bricks Manufacturing Company	Anand Badinger	SUBMITTED	3.3	0	0	0	0	0	0	03/16/2018
Budget & Cost Management	<input type="checkbox"/>	00000084	Frugger Technology	Anand Badinger	DRAFT	2.6	0	0	0	0	0	0	03/15/2018
Site Management	<input type="checkbox"/>	00000083	A1MARBLE	Anand Badinger	SUBMITTED	3.9	0	0	0	0	0	0	03/15/2018
Reports	<input type="checkbox"/>	00000082	A1 Mechanical Services	Anand Badinger	SUBMITTED	3.6	0	0	0	0	0	0	03/14/2018
User-Defined Logs	<input type="checkbox"/>	00000081	A1 Masons	Anand Badinger	SUBMITTED	4.6	0	0	0	0	0	0	03/14/2018
File Maintenance													
Security													
Subcontractor Reviews													
Review Moderation													
Subcontractors													

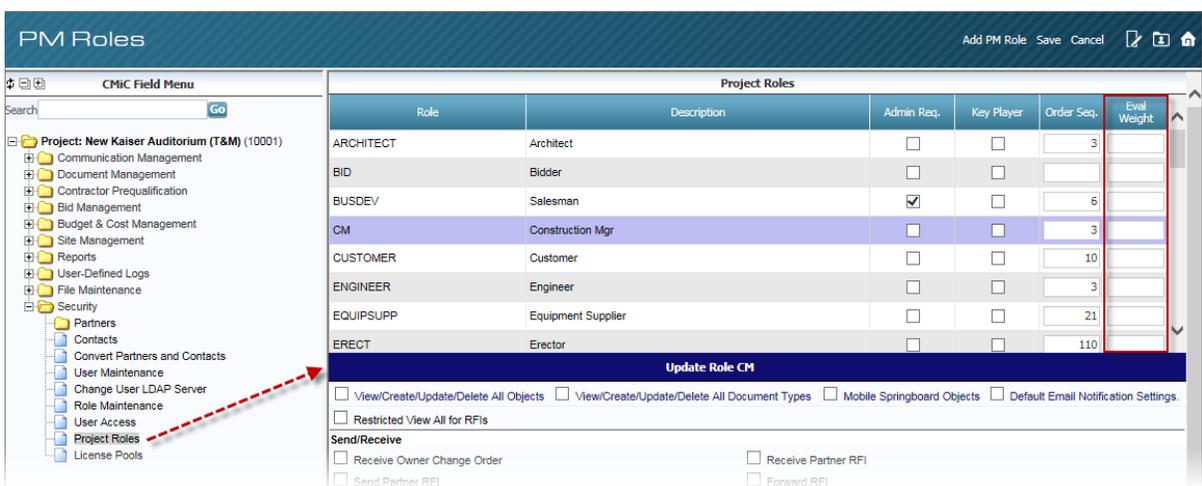
To grant a user access to the Review Moderation and Subcontractors screens (links framed above), use the Role Maintenance screen's Assign Menu Items option, shown below, to grant their JSP Security Role access to these screens:

CMiC FIELD													
CMiC Field Menu													
Search	Role	Role Name	Y/N										
Project: Freshmart Office Building - Chicago II (P448957)	FAR_MASTER	HR Master (JSP)	Y										-- Choose your action --
Communication Management	HCM_ADMIN	HR Administrator	N										-- Choose your action --
Document Management	HRMARJROLE	MARJ HRADMIN	Y										-- Choose your action --
Subcontractor Prequalification	IHCOLPRJ	IHCOLLP	Y										-- Choose your action --
Bid Management	IHMASTER	Irina's Role	Y										-- Choose your action --
Budget & Cost Management	JDRole	JDRole	Y										-- Choose your action --
Site Management	JSP-TIME	JSP Time Sheets	N										-- Choose your action --
Reports	LG_MASTER	LG_Master	Y										-- Choose your action --
User-Defined Logs	LINGSROLE	Ling Shi - QA Role	Y										-- Choose your action --
File Maintenance	LUDMILA	Ludmila's Role	Y										-- Choose your action --
Security	MIKEPMJSP	MIKE PMJSP Role	Y										-- Choose your action --
Subcontractor Reviews	MISTY-JSP	Misty's JSP Security Role	Y										-- Choose your action --
Review Moderation	MRRole	Madhuri Role	Y										-- Choose your action --
Subcontractors	MRTESTPMRO	MR TEST PM ROLE	N										-- Choose your action --
	NAVCOLLAB	navcollabator	N										-- Choose your action --
	NAVMASTER	navmaster	Y										-- Choose your action --
	NEWROLE	new role	N										-- Choose your action --
	NLROLE	Novi Test Role	Y										-- Choose your action --
	OM_ADMIN	OM Administration	N										-- Choose your action --
	PM_ADMIN	PM Administration	Y										-- Choose your action --
	QATESTER1	QATESTER1	Y										-- Choose your action --
	RAJ1ROLE	Raj1role	Y										-- Choose your action --
	RAJMASTER	Raj's role	Y										-- Choose your action --

Framed in the screenshot below are the menu items for the Subcontractor Ratings Mobile screens in CMiC Field:



Setup for Reviewer Weight by Project Role – CMiC Field



In calculating a subcontractor’s overall weighted average rating, and weighted average rating per review category, the PM role of the reviewers will impact the calculation if reviewer weights have been set up for PM roles.

To set up reviewer weights for PM roles, use the Project Roles screen in the CMiC Field JSP module. As shown above, the Project Roles screen has the Eval Weight column to set the reviewer weight for each PM role. As an example, a project manager could have a weight of 3, and a site supervisor could have a weight of 1, resulting in the project manager’s ratings impacting weighted averages 3 times as much.

Review Moderation – Screen

Prequalification Management												
Review Moderation												
Review ID	Subcontractor	Reviewer	Review Status	Overall	Quality	Experience	Teamwork	Safety	Schedule	Communication	Financial	Completed Date
<input type="checkbox"/> 00000034	Eagle Investments Company	Glenda bb Stimpson	PRIVATE	1.7	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000008	ASR Architectural Design Group	Data Admin	PRIVATE	3	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000033	Veritas Incorporated	Glenda bb Stimpson	RETURN	-1	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000042	Parisdale Holdings	Glenda bb Stimpson		3	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000030	Gladstone Design/Build	Glenda bb Stimpson		2	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000029	Gladstone Design/Build	Glenda bb Stimpson		0.5	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000005	ABS Contractors Ltd	Data Admin		0	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000027	Gladstone Design/Build	Glenda bb Stimpson		-1	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000020	Eagle Investments Company	Glenda bb Stimpson		2.8	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000035	Crafty Manufacturing Company Ltd.	Glenda bb Stimpson		5.2	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000036	Crafty Manufacturing Company Ltd.	Glenda bb Stimpson		5.5	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000046	Aetna Insurance	Data Admin		0	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000043	AXIS Technologies	Glenda bb Stimpson		7	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000032	Veritas Incorporated	Glenda bb Stimpson	RETURN	4	0	0	0	0	0	0	0	
<input type="checkbox"/> 00000014	Gladstone Design/Build	Amanda Matthews		3	0	0	0	0	0	0	0	

This screen is updated by changes made in the Mobile app.

The features of this screen are:

- A log view of all the reviews in the system. Initially the reviews are taken from the Subcontractor Prequalification – Project History > Rate It link
- On drill-down, it provides a detailed view of the review with the option to “Flag as Private”, “Flag as Public”, and “Return to Reviewer”.
- The “Flag as Private” option makes the review visible only to the moderator.
- The “Return to Reviewer” option allows the reviewer to modify their response and re-submit.

Subcontractors – Screen

Prequalification Management												
Subcontractors												
Subcontractor ID	Subcontractor Name	#Reviews	Overall Rating	Overall Rank	Quality	Experience	Teamwork	Safety	Schedule	Communication	Financial	
A1BRICKS	A1 Bricks Manufacturing Company	4	3.3	26	2.8	3.6	3.4	3.7	2.8		3.4	3.7
A1CEMENT	A1 CEMENT INDUSTRIES -BP NAME	2	4.5	18	5	5	4	5	3.5		4.3	5
A1FLOOR	A1 FLOOR MAKER BP Name	1	3.2	27	2.5	4.5	1.5	4	3		2	5
A1GARDEN	A1GARDEN Subcontractor Vendor	5	4.2	19	4.5	4	4.2	4.7	3.3		4.3	4.6
A1MARBLE	A1MARBLE	1	3.9	20	2.5	4	4.5	4	4		4.3	3.8
A1MASONS	A1 Masons	2	4.6	17	4.8	4	4.8	4.9	4.3		4.4	4.8
A1MECH	A1 Mechanical Services	1	3.6	22	3	4	3	4.5	3.5		3.3	4.2
A1STEEL	A1 Steel Mill	1	3.5	24	4	4.5	4.5	3.5	3.5		3.5	0.8
ABSCONT	ABS Contractors Ltd	2		1								
ACCESSEN	Access Engineering	3	3.6	22	3.5	2.7	4	4.2	3.5		3.1	4.4
AETNA	Aetna Insurance	1		1								
ASR	ASR Architectural Design Group	11	3.3	26	3.8	3.3	2.3	4.2	2.1		3.1	4.6
AXIS	AXIS Technologies	10	3.2	27	2.4	2.8	2.3	3.8	3.2		3.1	4.7

This screen shows a log view of subcontractors along with their ratings. It is important to note that zeros will not impact the subcontractor’s score. It too is updated by changes made in the Mobile app.

Overall Rank

The overall rank for subcontractors is based on their overall rating in relation to that of the other subcontractors.

In case of ties, the tied subcontractors get the same rank, and the ranks that would have been used if there were no ties are not used. For instance, if three vendors are tied at rank 4, then all three get rank 4 and there is no rank 5 and 6, and the next subcontractor gets rank 7. Note that this is how the Olympics handles ties. If two teams tie at first:

- both get gold

- no one gets silver
- third best gets bronze

NOTE: Inline filtering does not affect overall rank values, so the overall rank values shown for a subset of subcontractors when an inline filter is in use are the values that would be shown for the full set of subcontractors when no filter is used.

Addendum

Prequalification Required Indicator

The screenshot shows the 'Subcontractor Prequalification' form. The 'Prequal Required' dropdown menu is highlighted with a red box, showing three options: 'Prequal Required', 'Prequal Required On Post', and 'Not Applicable'. The 'Prequal Required' option is currently selected.

Subcontractor Prequalification screen

The Prequal Required field has a drop-down box with three options:

- **Prequal Required** - To indicate that prequalification is required as per previous functionality. In this case, if hard stop options are used to highlight that the project or aggregate limits are being exceeded, they will continue to prevent subcontracts and change orders from being written for unqualified vendors.

The security privilege 'SC Prequal. - Issue Contracts To Non-Qualified Vendors' will continue to function as it did before with this option.

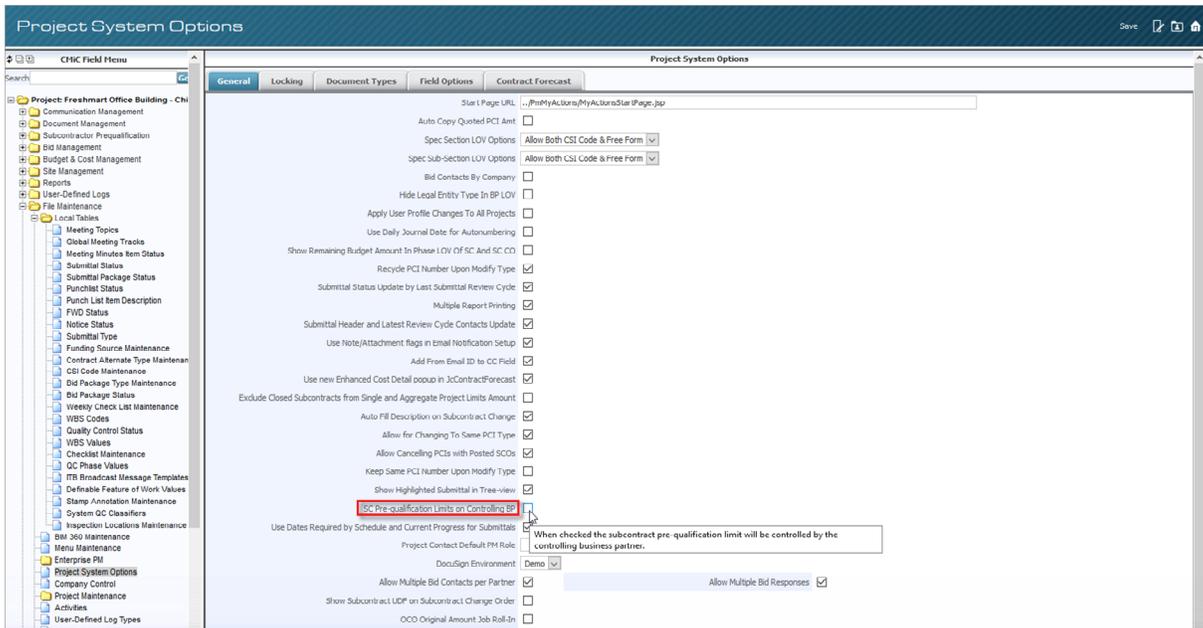
- **Prequal Required on Post**

- This selection will allow subcontracts and subcontract change orders to be written even if the project or aggregate limits are being exceeded, but when it is posting time, they will be re-validated for prequalification. This option allows users to start entering subcontracts/change orders prior to prequalification, with limits that are monitored through hard stops. On saving, the program treats the record as though it was monitored through limit warnings only - warning messages for the limits are displayed. However, if the user tries to post the record, the hard stop messages will be displayed.
- If the security privilege 'SC Prequal. - Issue Contracts To Non-Qualified Vendors' is not checked for the user when this option is in use, the subcontract or subcontract change order will still be created but on attempting to post the record, a message will be displayed to the user informing that the vendor requires prequalification.

- **Not Applicable** – means that prequalification is not required, so there are no warnings or stops when entering and saving subcontracts/change orders.

Prequalification Limits at Controlling BP Level

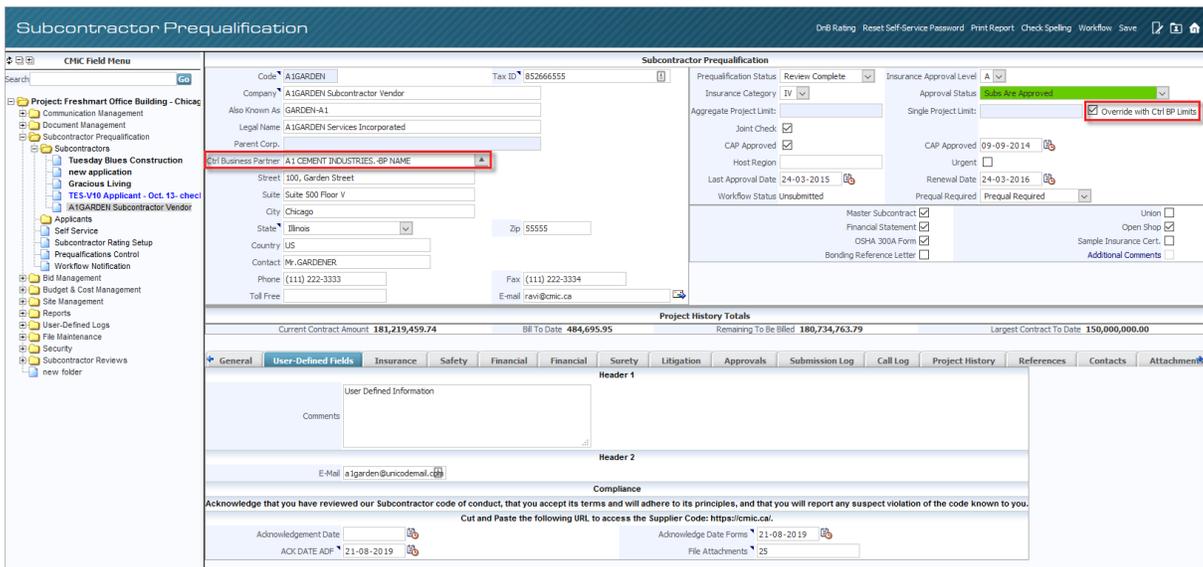
Subcontractor prequalification limits set at the controlling business partner level can be used to apply to the lower level business partners when subcontracts and subcontract change orders are written.



To accomplish this, the Project Management Systems Options checkbox ‘SC Prequalification Limits on Controlling BP’ was introduced.

When unchecked (default setting), the system will use the single project limit and aggregate project limit that is set on the prequalification subcontractor record to validate any subcontracts and subcontract change orders that are written for that subcontractor. This is the standard functionality.

When the PM System Options box is checked, this setting defaults to any new applicant records created in the prequalification Applicants screen, in the checkbox ‘Override with Ctrl BP Limits’, and will be pushed to the Subcontractors screen when approved.



This checkbox becomes visible for applicants and subcontractors alike, only when the PM Systems Option checkbox is checked.

The ‘Override with Ctrl BP Limits’ checkbox will become enabled only for applicant or subcontractor records that have a controlling business partner value under the above condition.

When the box is checked for any business partners below the controlling business partner, the Single Project Limit and Aggregate Project Limit fields are read-only and the prequalification limits on the controlling business partner are used to validate any subcontracts and subcontract change orders written for these lower level business partners.

The screenshot shows the 'Subcontractor Prequalification' web application. The main form is for 'A1GARDEN Subcontractor Vendor'. The 'Aggregate Project Limit' is 100,000,000.00 and the 'Single Project Limit' is 10,000,000.00. A callout box points to these fields with the text: 'When the checkbox is unchecked, the limit fields are open for user entry'. Below the main form is a 'Project History Totals' section showing a current contract amount of 181,219,459.74 and a largest contract to date of 150,000,000.00. At the bottom, there is a 'Compliance' section with an 'Acknowledge Date' of 21-08-2019 and 'File Attachments' of 25.

When the override flag is unchecked for any business partners below the controlling business partner, it supercedes the PM Systems Option checkbox setting of checked. The Single Project Limit and Aggregate Project Limit fields become open for entry (if the record previously had individual limit settings these will show but can be overridden) and the prequalification limits validation for any written subcontract and subcontract change order is made against the individual subcontractor limits, allowing more flexibility under this PM Systems Option setting.

The Ctrl Business Partner field was added to the Prequalification screen as part of this implementation.

Frequently Asked Questions

Common Questions about Subcontract Prequalification

What is the actual process for subs to input their own info? Do they receive a password and login ID? Internally, how do we verify the info that is entered?

Subcontractors would access the Prequalification Self Service screen via a URL posted in an email or website. They would then be prompted for their tax ID. If the tax ID was found in the system, they would be prompted for a password (previously issued by you). If not, it would ask them to create and confirm a new password. Internal users would review and manage via a detailed Subcontractor Prequalification screen.

If information is updated or changed on a business partner, do we receive a notification? It's possible that a sub that was very qualified in 2011 may not be qualified at all in 2014.

How do we manage that process and know what specific info has changed (safety record for example).

Notifications of changes, expiries, and other scenarios can drive workflows or appear on dashboards, queries, and reports.

Can we modify the required information fields to include all basic info we would need to make a decision on the first pass, rather than having to go back and ask them for more information after the fact? If info isn't required to start the profile, we will have a lot of follow-up with many subcontractors we really aren't interested in, just to get them off the Applicant Log.

This configuration would be addressed during the implementation of Subcontractor Prequalification.

Can the subcontractors check their prequalification status – e.g. is there an automated response built in to the program to notify them when reviewed, approved, or rejected, or can they access the status somehow by logging in to their file? Considering (in my opinion) many of the subs applying are not qualified or won't be selected based on other factors, it will be a waste of our and their time to spend a lot of effort with multiple notifications and follow-up.

If a subcontractor has been given access, they can log in and review/update their own information. Workflow can be configured to alert internal and external contacts of any situation with regards to approving or rejecting a qualification.

Is there an automated notification process when a profile has not been updated for a length of time? It would be great if they could be notified that their profile is outdated and if they don't respond, they get flagged or re-classed.

Yes. Workflow can be configured to alert both internal and external contacts on any time interval. It can also send reminders and update statuses automatically.

Can we query by project history, location, and/or prequalification status and if so, can we send the found set a bid invitation?

Using the filtering available in invitation to bid and bid packages, correspondence can be distributed to selected bidders.

Will modifying company information in this module change the information in business partners?

Yes. Numerous items are shared between Business Partners, Vendors, and the Subcontractor Prequalification screens. Updating need only be done from one location.

Are we able to run a report on renewal dates to determine who needs to be sent a request for renewal?

Yes. This can be accomplished by viewing the Prequalification log itself, or by printing from the log via CMiC's Microsoft Integration Pack (MIP) technology.

Dashboard, queries, and reports are also great options.

Is there any component to this module that will track when we request a prequalification from a subcontractor and how long we wait for their response?

Yes. Workflow could be configured to manage this process.

Is the Ranking and Prequalification Status drop-down menus modifiable?

This configuration would be addressed during the implementation of Subcontractor Prequalification.

Can we customize the Trade Information fields?

Yes. The available items are defined as market sectors in Project Management, and can be uniquely assigned to each subcontractor.

Are the certifying agencies customizable?

Yes. The available items are defined as classifications in Project Management, and can be uniquely assigned to each subcontractor.

Do you need a collaborator license to use this?

Subcontractor Prequalification requires a self-service license for subcontractor privileges when applying or maintaining their profile online. Please contact Michael Somer at CMiC for more details (416-736-0123 x266 or michael.somer@cmic.ca).

Does the system send out emails to the current business partner for them to update their files?

Yes. Workflow can be configured to notify business partners of a required update.

Does it create a duplicate record if the business partner already exists?

No.

Does the hard or soft stop capture the committed remaining or the total value?

Yes. Regardless of the hard or soft warning, the subcontract header includes the single project limit remaining, as well as the aggregate project limit remaining.

Can the system be used to send addendums as a follow up to bidding?

Yes. Addendums can be sent out electronically as a follow up to bidding.

Workflow could also be configured to accomplish this.

How is project specific qualifications handled. Some of our projects require specific qualifications unique to that project. For example, qualifications for gaming control board/licensing that may be needed for work on a casino project may not be qualification criteria for other jobs.

This configuration would be addressed during the implementation of Subcontractor Prequalification.

What is the CMiC inter-dependency of the Subcontractor Prequalification module on other CMiC modules like Bid Management and Procurement? If the Bid Management module functions are not used, is the performance of the Subcontractor Prequalification module affected. If so, please identify.

Numerous areas are connected to the Subcontractor Prequalification module such as Business Partner Maintenance, Bid Management when searching for and assigning bidders, as well as Subcontract Management and CMiC Workflow.

Is the collaboration functionality required to use this module? If so, please identify the dependencies and costs associated.

Subcontractor Prequalification requires a Self-Service license for subcontractor privileges when applying or maintaining their profile online. Please contact Michael Somer at CMiC for more details (416-736-0123 x266 or michael.somer@cmic.ca).

Does this module support/offer I/O?

CMiC I/O, like with workflow, would have to be configured for use with Subcontractor Prequalification as per your requirements.

Will the form letter functionality be compatible with this new module?

Yes. CMiC's Microsoft Integration Pack (MIP) is available for use with this module in producing output via Word and Excel. Dashboards, queries, and reports are also great options. This configuration would be addressed during the implementation of Subcontractor Prequalification.

Please identify what standard reports or output is provided with this module.

Reports, queries, dashboard objects, and workflow correspondence can be developed as per your unique requirements. This configuration would be addressed during the implementation of Subcontractor Prequalification.

Does this module support user extensions and user-defined fields?

This configuration would be addressed during the implementation of Subcontractor Prequalification.

Can you send sample reports in PDF format for us to review?

Reports, queries, dashboard objects, and workflow correspondence can be developed as per your unique requirements. This configuration would be addressed during the implementation of Subcontractor Prequalification.

How long will it normally take from time of install to realistically go live?

The length of time between install and go live would depend on configuration, reporting, and the number of users to be trained.

How much training do we need to budget for and would it be onsite?

General configuration and training should take between 5 and 10 days.

Does UDQ play a part in the surveys or is that part of the module?

The questionnaire that was shown to calculate the subcontractor rating is a user-defined function within the Subcontractor Prequalification module.

We use a custom numbering scheme for business partners so we can take advantage of the quick find feature in lookups. How will that work with this module? Do we have control over the business partner coding scheme?

Business partner autonumbering is supported by Subcontractor Prequalification.

Does the system allow for us to send out an email auto response once the prospective subcontractor completes the prequalification form? If so, who will the email responses be returned to and do we control the message being sent?

Workflow can be configured to manage all correspondence with respect to prequalification. You have full control over all the contacts involved during the workflow process. There is an Approvals tab in the Subcontractor Prequalification screen that provides from end control to the workflows.

Does the Federal Tax ID field work for Canadian customers?

Yes. The prompt upon logging in can be adjusted and linked to the registration code on the business partner for validation.

The Subcontractor Prequalification module was presented in detail, but the Bid Management module, which works hand in hand with the prequalification process, was not shown. Is this included with the Subcontractor Prequalification module? If not, is this an extra module and how is it licensed? (By Bid Management, we are referring to bid notices, downloading of bid documents by bidders, tracking of bidders.)

The Subcontractor Prequalification module is tied into the bid management process when searching for and assigning bidders to the invitation to bid and bid packages. Bid management is licensed through CMiC Project Management. Bidders logging into the system to download bid documents is

licensed through CMiC Collaboration. Please contact Michael Somer at CMiC for more details on Subcontractor Prequalification and Self-Service licensing (416-736-0123 x266 or michael.somer@cmic.ca).

How much information from the Subcontractor Prequalification module gets transferred into the business partner record once the applicant is approved? If it is not transferred, is it viewable from the business partner record?

Some of the items shared include work territories, address codes, market sectors, MBE designations, and attachments. Shared items can be accessed and updated via the Business Partner Maintenance screen or the Subcontractor Prequalification module. Items not shared can still be configured to view from the Business Partner screen via one of many reporting options.

How much access do subcontractors have to update their own profile in the system? Can they log in to update their address, etc?

Subcontractors and applicants can be provided access to the Subcontractor Prequalification Self-Service screen in order to create or update their profile. Please contact Michael Somer at CMiC for more details on Subcontractor Prequalification and Self-Service licensing (416-736-0123 x266 or michael.somer@cmic.ca).

What reports are included with the Subcontractor Prequalification module? One report we would like to see is a subcontractor rating report – a list of all subcontractors that can be filtered by rating.

Reports, queries, dashboard objects, and workflow correspondence can be developed as per your unique requirements.

Can you track 1st, 2nd, and 3rd tier subcontractors?

Subcontractors are currently all tracked at the same level, but could be configured during an implementation.

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