

Subcontractor Management Plan

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1. Overview

The objective of this policy is to identify responsible subcontractors to provide services that we are not equipped to provide or are unable to furnish. Contractors may be used for window washing, stone care, and other specialty services.

2. Selection Process

This Section defines the contractor evaluation process. Our selection is based upon three criteria.

1. **Proven Performance** - The first step in the selection process is to identify subcontractors/disadvantaged enterprise firms that have a proven record of accomplishment. Each firm must have direct experience providing the service we are requesting. That experience must have been acquired over the course of years. We conduct site visits of existing clients as well as thorough reference checks.
2. **Evaluation** - Once experienced candidates are identified, we conduct evaluate them against peers. The evaluation measures the prospective vendor along four dimensions: performance, quality systems, value-added, and pricing. The evaluations provide a basis for commencing a business relationship.
3. **Quality Systems** - The final step in the selection process is to obtain the vendor's agreement that the firm will operate its contracts with us in a manner that is consistent with our measurement, risk management, and quality systems. Adherence is a condition of doing business and ensures that we maintain a consistent and integrated approach to facility maintenance.

3. Compliance

The following requirements must be maintained as a condition of continued business.

- Provide copy of current business license (if applicable)
- Provide proof of acceptable liability insurance
- Provide proof of workers compensation insurance
- Provide signed subcontractor agreement
- Notify Matrix of any governmental citations