



# Quick Reference Guide – Adding a Subcontractor to a contract

*From the Dashboard on the Home Page,*

- 1) Click on the [Contracts](#) box hyperlink
- 2) From that list select **View** in the *Actions* column to open the applicable contract
- 3) Click on the **Subcontractors** tab on the top of the screen
- 4) Click on the **Add First Tier Subcontractor** button; OR
  - a) Use the [“Add Tier Sub”](#) hyperlink under the *Actions* column if you are adding a subcontractor that is paid by a higher Tier Sub.

Contract Management: Subcontractor List

Washington State Department of Enterprise Services  
D333: Bridge Repair Contract  
Prime: Cris Prime Contracting, Inc.

Status: Open  
12/1/2021 - 4/1/2023  
Current Value: \$2,000,000

All subcontractors assigned to this contract are listed below.

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 Sub Flooring	No	\$270,000	Sub 100%	WBE	✓	No	<a href="#">Add Tier 2 Sub</a>
2 Sub Trucking Company	No	\$65,000	Truck/Haul 100%	VA	✓	No	<a href="#">Add Tier 3 Sub</a>

**\*NOTE:** Prime Contractors are responsible for adding subcontractors and ensuring they are listed as the correct Tier.

- Tiering System on contracts:
  - Tier 1 Sub: Subcontractor added & paid directly by the Prime Contractor
  - Tier 2 Sub: Subcontractor paid directly by the Tier 1 Sub
  - Tier 3 Sub: Subcontractor paid directly by the Tier 2 Sub

*Regardless of Tier status continue following the steps below.*

- 5) Click on **Get Vendor**: In the search parameters, enter the company name and/or other relevant data points and click the search button.
  - a) Once vendor is found, click the [Select Vendor](#) hyperlink under the *Actions* column
- 6) Enter the **Vendor Compliance Contact** and **Vendor Address**:
  - a) Note that the compliance contacts chosen will be the individuals at the company who will receive audit notices and be responsible for completing them.

\* required entry

**Vendor Information**

VENDOR \* John-Wayne Construction Company (Change Vendor)

VENDOR COMPLIANCE CONTACT \*  
 Primary compliance contact (required):  
None selected ▼

Secondary compliance contact (optional):  
None selected ▼  
This contact will receive copies of all compliance notices.

VENDOR ADDRESS \*  
None selected (optional) ▼

**Applicable Vendor Certifications**

Type	Organization
MBE	Washington State Office of Minority & Women's Business Enterprises

- 7) The **Applicable Vendor Certifications** section will list the vendors active certifications

In the next section: **Subcontractor Information**

- 8) Fill out all **required (\*)** information:
  - a) Subcontract Percent/Amount
  - b) Include in Compliance Audits?
    - i) If the subcontractor is active and receiving payment, choose Yes.
    - ii) If they are not yet active, choose No.
  - c) Count Towards Certified Goals
    - i) If the subcontractor has one of the following Vendor Certifications verified in the previous step, choose which certification type you would like the payments made to this subcontractor to count towards;
      - DBE, MBE, WBE, SBE, SLBE
  - d) Type of Participation –
    - i) Choose the appropriate response

- e) Work Description –
    - i) Enter a complete description of the work they will be doing.
  - f) Work Codes – (NAIC Codes)
    - i) If the subcontractor is certified select and/or add their certified codes based on the type of work, they will be to doing.
  - g) Subcontract Award/Commit Date
  - h) Estimated Work Start Date
  - i) Add vendor to existing audits for this contract –
    - i) Choose the appropriate response based on their estimated start date
  - j) Comments
- 9) Click **Review** and verify that all information is correct**
- a) Click **Edit** if you need to make changes
- 10) Click **Save** once you are done**