



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 Help & Tools

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

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 List Refresh Page

[Add First Tier Subcontractor](#)

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

***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): <div>None selected</div>
	Secondary compliance contact (optional): <div>None selected</div> <small>This contact will receive copies of all compliance notices.</small>
VENDOR ADDRESS *	<div>None selected (optional)</div>

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**