



Subcontractor Qualification Program

As part of the Hill & Wilkinson General Contractors subcontracting process, subcontractors will be asked to submit their qualification information and documents listed below. ProQual has been contracted by Hill & Wilkinson to help facilitate this annual process and will provide you with a secure portal for your qualification document submissions.

PROCESS STEPS:

- 1. Initial Communication from Hill & Wilkinson General Contractors.** You will receive an email from prequal@hill-wilkinson.com. This communication contains information regarding this process and a personalized secure registration link for you to begin.
- 2. Login or Create Account.** If you currently have an account with ProQual for another client, you may log in using your existing account to complete the specific portion for Hill & Wilkinson. If not, you will need to create a user name and password.
- 3. Qualification Form Data Entry.** If you already have an account with ProQual for another client and have previously filled out this information, you will not have to fill this out again as long as you have done the following:
 - (1) you have logged in to your existing account vs. creating a new ProQual account in step 2 above, and
 - (2) your existing online data is current.
- 4. Payment.** Once you submit your Qualification Form, you will then click "**View Requested Criteria**". You will be prompted to submit your credit card payment of \$110 for your annual registration with Hill & Wilkinson. You will receive an email payment confirmation receipt from ProQual upon payment.

Or if you choose, you will have the option to join the **Pantera Verified Network** where your membership includes your Hill & Wilkinson enrollment as well **as any current and future ProQual by Pantera Client qualifications**. Network member benefits and details can be found by clicking "Upgrade to Verified Network" from your qualifications form or at <http://www.panteratools.com/network>.



- 5. Document Submissions.** After payment, you will be directed to upload your qualification documentation. All items listed as "Waiting", "Incomplete" or "Expired" require your attention. Items requested include:
 - **Certificate of Insurance**
 - **W9, Signed and Dated**
 - **3 Years of OSHA 300A Logs**
 - **MBE/DBE Certifications, if applicable to your firm**
 - **Surety "Good Guy" Letter (semi-annual update requested)**
 - **Work in Progress "WIP" Schedule (semi-annual update requested)**
 - **3 Year EMR NCCI Sheets or State-equivalent documents**
 - **Trade Licenses, if applicable to your firm**
 - **Bank Credit Reference Letter (semi-annual update requested)**
 - **Consolidated Financial Statements (semi-annual update requested)**

ProQual will follow up with you to ensure a quick turnaround time. You will receive phone call and email reminders to submit "Waiting", "Incomplete" or "Expired" items. Your prompt response is appreciated.

Any questions may be directed to Brandy Story with Hill & Wilkinson at 214.299.4344 or by sending an email to bstory@hill-wilkinson.com.



About ProQual & Help Information

If you need any assistance with this process, please feel to contact ProQual at 214.347.7240 x 202 for Customer Service, or via email to help@proqualverified.com. Additional information on ProQual can be found at proqualverified.com.