

## KWA Construction Subcontractor Qualification Program

As part of the KWA Construction Subcontracting Process, current and potential subcontractors are required to submit their qualification information and supporting documents for review.

### Part 1 – Completion of Qualification Data Form

An email containing a link to complete KWA's Qualification Form is sent to Subcontractors through SmartBid - KWA's bid management system. This email will come from [bids@kwaconstruction.com](mailto:bids@kwaconstruction.com).

### Part 2 – Submission of Qualification Documentation

Because KWA purchases Subcontractor Default Insurance (SDI) for our projects, it is part of the underwriting process with KWA's insurance provider that KWA's Risk Mitigation Team financially qualify all subcontractors on any SDI covered project. This process includes an internal review of our subcontractors' financial statements as well as other documents.

**KWA does not utilize SmartBid or any other 3<sup>rd</sup> party systems to request qualification documents at this time. Subcontractors receive an email directly from one of KWA's Risk Management Coordinators requesting your information to be provided directly to KWA Construction.**

Documentation includes the following:

- Company W-9
- Current certificate of insurance and endorsements, reflecting GL, Auto, WC and Umbrella insurance limits
- Company financial statements to include a year-end income statement, year-end balance sheet and copies of interim statements
- WIP/Work in progress schedule
- Bank line of credit/credit reference letter - if available
- 3 years of OSHA 300 & 300A logs - if applicable
- 3 years of EMR NCCI sheets - if applicable
- Surety "Good Guy" letter - if available
- Any Texas MBE/HUB or Minority Owned Business certifications - if applicable

KWA's Risk Mitigation Team initiates the qualification process with through email and phone communications. Only the internal KWA Risk Mitigation Team reviews confidential financial information submitted to KWA Construction.

On behalf of the KWA Team – thank you for your interest in working with KWA Construction!