

Kirlin Subcontractor Management Program

Dear Valued Kirlin Group Subcontractor:

Avetta was selected by Kirlin Group to assist in our contractor prequalification process. As you prequalify or maintain your qualification at Kirlin Group, Avetta will help to make this transition as seamless as possible while providing invaluable services and benefits to you. The enclosed communication will guide you through the Avetta registration process. It will also direct you to helpful resources should you have any questions.

This program is vital to ensure a safe, healthy and productive workplace for Kirlin Group employees, subcontractors and customers. Participation in this program is **required/mandatory** by all subcontractors who provide labor at any of our projects. **In order to work on any Kirlin projects starting on or after March 1st, 2018 you must be prequalified.** Failure to be qualified in Avetta will result in disqualification of any work with Kirlin Group in the future. Participation does not guarantee that you will be awarded work at Kirlin Group.



Registration / Pre-qualification Requirements

PHASE I: Registration (Required by: March 1st)

- **Register Online.** Each subcontractor must register on the Avetta website at <http://pages.avetta.com/kirlin> and select Kirlin Group. If you are already a member with Avetta, simply log into your account and link your company with Kirlin Group. Avetta representatives will be available to provide assistance by phone, at **(877) 725-3022**.

PHASE II: Qualification Deadline (Required by: April 1st)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Kirlin Group you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Documentation.** Even if you have already provided Kirlin Group with a copy of your W-9, Certificate of Insurance, and OSHA logs, etc., please upload your current documentation on the Avetta website.
- **Respond to any Audit questions.** After submitting your PQF and required documentation online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to ensure you achieve complete status for Kirlin Group.
- **“Complete” status.** Once you have achieved Complete status, your company will be rated as compliant in Avetta Organizer and available for contract work with Kirlin Group and other clients within the exclusive Avetta network.

Membership Fee

For partners that are not already active in the Avetta contractor ecosystem, there is a one-time registration fee of \$299. In addition to the registration fee, there is an annual membership fee based upon the number of client sites where products or services are provided. For contractors only associated with Kirlin Group, the average Avetta membership is \$817 annually. The complete fee structure is available on the Avetta website and can be reviewed during the registration phase.

Benefits of Avetta Membership

- **Exposure** — Once registered in the Avetta system, contractors can search for additional business opportunities in the system. Your company and *all* of your services will be readily available to large organizations that are a part of the Avetta network.
- **Assistance** — Avetta provides contractors with individualized customer service to help complete the prequalification form, offers guidance on safety programs & answers questions and concerns.
- **Consistency**— Avetta will apply the same qualification standards to all partners. This reduces the chance of you being underbid by an unqualified contractor.

About Avetta

Avetta partners with large international companies to maintain high health and safety standards and to ensure transparent, effective contractor and supply chain management. The global expertise, innovative technology and rigorous prequalification process, provided by Avetta, improve supplier performance, safety requirements and increase operational efficiencies. Most important, Avetta reduces risk to everyone—you, your employees, your subcontractors and the companies you do business with.

What does Avetta provide to the contractor?

Avetta will provide a customer service representative to help contractors through the prequalification process. Once registered in the Avetta system, you can search for other business in the network. Other companies can also find you and solicit your services.

What is a contractor required to do if already a member of Avetta?

If your company is already a registered member with Avetta, you must log into your existing account to ensure your company information is up to date by April 1st, 2018. Then select Kirlin Group as the client/facility where you work. There may be an additional fee to select Kirlin Group as a client depending upon the number of sites where you provide products or services.

Questions?

Direct all registration questions to Avetta.

How do I contact Avetta?

Phone: (877) 725-3022
Email address: registrations@avetta.com

How do I contact Kirlin Group?

Email address: VetMe@kirlingroup.com
Please identify your company, question & business unit you currently work with or want to work with.

Kirlin Group and Avetta will conduct a training webinar to discuss their new partnership, answer questions, and assist with the registration process. We encourage all suppliers to join. The subcontractor training webinar(s) schedule is posted on the Kirlin Landing Page. Please refer to the following link for further details and registration for the webinars: <http://pages.avetta.com/kirlin>

A handwritten signature in black ink, appearing to read "Kevin Walsh".

Kevin Walsh, CEO