



Supplier Management Program

Dear Valued Lighttower Supplier:

As a Lighttower Supplier, you have been selected to participate in Lighttower's Supplier Management Program. This program is vital to ensure a safe and healthy workplace for Lighttower employees, Suppliers and customers. Participation in this program is required to continue working with Lighttower. Participation does not guarantee that you will be awarded work at Lighttower. However, it does ensure that you are qualified to work on Lighttower projects in the future.

In order to implement our Supplier Management Program, Lighttower has partnered with Avetta, a supplier prequalification and compliance management company utilized in the telecommunications industry.

The enclosed communication will guide you through the Avetta registration process. It will also direct you to helpful resources should you have any questions.



Registration / Pre-qualification Requirements

PHASE I: Registration (Required by: July 20th)

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

PHASE II: Pre-qualification (Required by: August 1st)

- **Complete the Prequalification Form (PQF)**. Once you have registered and aligned your company with Lighttower 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 Lighttower with a copy of your W-9, Certificate of Insurance, Vendor Authorization Form, MWBE Certification and your Supplier Certification Form, 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 green flag status for Lighttower.
- **Sign the Contractor and Non-Disclosure Agreements**. Sign the Contractor and Non-Disclosure agreements.

PHASE III: Qualification Deadline (Required by: August 15th)

- **"Green Flag" status**. Once you have achieved green flag status, your company will be rated as compliant in Avetta Organizer and available for contract work with Lighttower 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 \$249. 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 Lighttower, the average Avetta membership is \$799. 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 and 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 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 *July 20th*. Then select Lighttower as the client/facility where you work. There may be an additional fee to select Lighttower as a client depending upon the number of sites where you provide products or services.

Does the PQF process apply to subcontractors?

Yes, your subcontractors will be required to create Avetta accounts to complete the PQF and submitted the required documentation. You will be required to provide the names of subcontractors during your PQF process. Contractors should instruct subcontractors to submit PQFs at least one month prior to beginning work.

How do I contact Avetta?

Phone: (877) 725-3022
Office Location: 17671 Cowan, # 125, Irvine, CA 92614
Email address: registrations@avetta.com

If you have any questions or comments, please contact Lighttower Procurement at: purchasing@lighttower.com

A handwritten signature in black ink, appearing to read "Rick Choinski".

Rick Choinski

VP – Operations Support
Lighttower Fiber Networks