



TPAP Subcontractor Prequalification System, Updated 2/27/2023

Note: Only prime-tier bidders are required to submit a prequalification application.

Instructions for New Applicants (If your firm has never completed a prequalification through TPAP or Turner Construction Co.) **or Returning Applicants who have records that have not been migrated to the new system:**

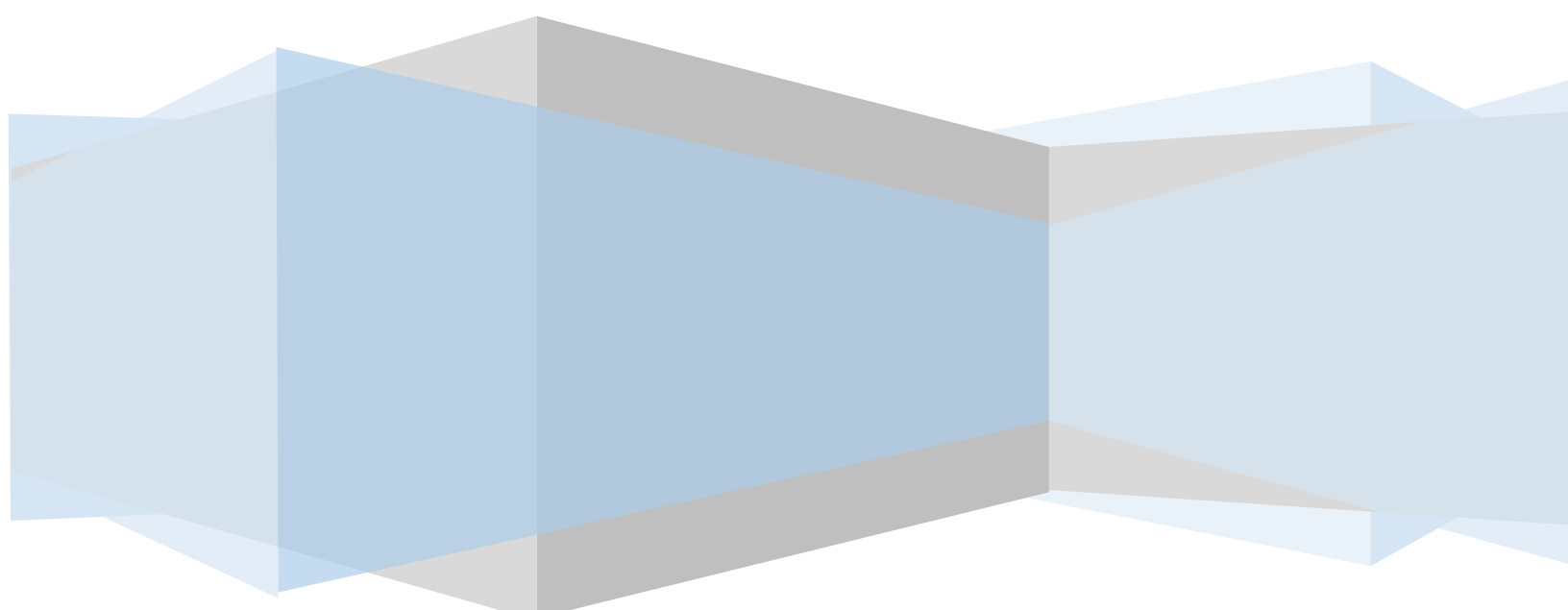
- 1.) Follow the directions below from the TPAP website at: www.tpapord.com.
- 2.) Click on Opportunities & Career tab at top of home page. (www.tpapord.com/opportunities-careers)
- 3.) Complete the “Subcontractor/Vendor” tab, which is a precursor to submitting a Prequalification Application.
- 4.) Before beginning the prequalification application, gather the following documentation to expedite the completion of the application process: [Required Documents](#)
- 5.) Please use the link below to register and submit a prequalification application: [Please Click Here to Register](#)
- 6.) Prequalification’s are to be maintained by each firm annually.

Instructions for Returning Applicants (If your firm has completed a prequalification prior to 2/27/2023) who’s records were migrated to the new system:

- 1.) All Prequalification data has been migrated to Vertikal RMS, Inc., the new 3rd party administrator. Please use the following link to register in order to log-in. [Please Click Here.](#)
 - a. Note: Only the last person to access the predecessor prequalification system has been granted administrator access to the updated prequalification system. This returning user is to utilize their unique email address and select “forgot password” in order to create a new password.
- 2.) If a company requires more than one user account, email servicedesk@tcco.com to request additional user accounts. The email must include the following:
 - a. A copy of your W9 or country-specific tax equivalent form
 - b. The user's first and last name
 - c. User's telephone number; and
 - d. Unique email address not already in use
- 3.) Review the information migrated into the new system to verify that it is accurate. Provide updates as needed.
- 4.) Prequalification’s are to be maintained by each firm annually.

Vertikal Subcontractor Navigation Guide

Version 000: February 2023



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Introduction

Welcome to Turner's third-party prequalification platform, managed and secured by Vertikal RMS, Inc. Here are a few things to note before proceeding:

1. The term "Hiring Client" is the equivalent of the Turner Construction or SourceBlue Business Unit(s) (BU) where a company submits the prequalification form and supporting documents to for review.
2. A user account must have a unique email address.
3. For confidentiality and security reasons, a sole proprietor with their social security number as their tax identification cannot use the prequalification platform. Please contact the local BU for assistance.
4. Be prepared to upload a current W9 or country-specific tax form equivalent and other supporting documents. See a complete list of required documents below.
5. Register with your legal "Company Name" as shown on your company tax returns. DO NOT reference a "dba" name.
6. If a company requires more than one user account, email servicedesk@tcco.com to request additional user accounts. The email must include the following:
 - A copy of your W9 or country-specific tax equivalent form
 - The user's first and last name
 - User's telephone number; and
 - Unique email address not already in use
7. Although one hiring client is selected at registration as the primary Business Unit to receive the notification when your prequal is submitted, you can choose additional Business Units within the form. We suggest reaching out to the other selected hiring clients with notice of application submission, providing those Procurement departments the opportunity to review your application as well.

Required Documents

Before starting the prequalification process, gather the following documentation to expedite the completion of the application and be ready to upload where indicated:

<ul style="list-style-type: none"> • Copy of W9 form or country-specific tax equivalent • List of company license numbers • List of state/province sales tax numbers • List of state unemployment insurance numbers (if applicable) • List of current projects • List of recently completed projects • Current financial statement • Under-represented Business Enterprise (UBE) certification information • Bank information (upload a Line of Credit letter from the bank) • Dun and Bradstreet information • Surety information (upload a letter from Surety indicating per project and aggregate bonding limits) • Three supplier references • Three contractor references • Insurance policy information (upload a current sample certificate and additional insured endorsements forms) 	<ul style="list-style-type: none"> • Copy of your Safety Program • Independent verification letter supporting your EMR (US entities only) with the effective date (MM/DD/YEAR) for the last three years* • Safety Data and/or OSHA 300 logs from the last three years* • EGS Program • Published environmental targets • Modern slavery and human trafficking statement and / or policy • Business Ethic Policy <p>*Ontario companies, please provide: WISR, CAD7, and WISB Clearance Certificate</p> <p>*British Columbia companies, please provide: Worksafe BC Clearance Letter, WSBC Employer's Report, and Evidence of notices issued by WSBC & company response for the past 3 years</p>
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Create an Account

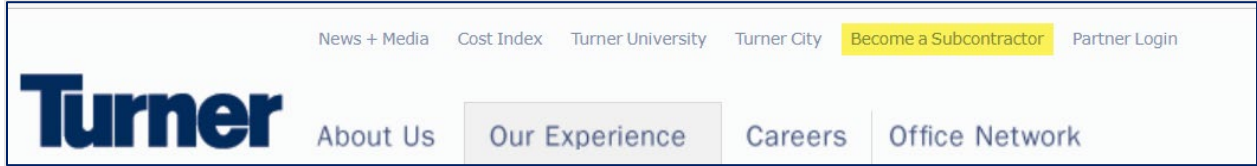
There are two ways a company can create a user account:

- By visiting www.turnerconstruction.com and completing the "Subcontractor **Application** Form" process; or
- By the link in a hiring client's email invitation to complete the "Subcontractor **Registration** Form" process.

There are some minor differences between these methods but both follow the same processing guidelines. See below for additional information.

The "Subcontractor Application Form"

1. Go to turnerconstruction.com and click "**Become a Subcontractor.**"



2. Select the primary hiring client (Business Unit) to submit the prequalification form and documents to for review.

3. Begin entering your user-specific information. This user will have access to the prequalification form with this hiring client. If your "Title" does not exist, select a title in the same job family.

4. Enter your company's legal name as it appears on your W-9 or country-specific tax equivalent form. Refer to the information on page 2 for detailed instructions.

Note: For a disregarded entity company,

- Register with the disregarded entity name and tax identification number.
- One main disregarded entity branch office can register as the "headquarters office."
- Upload a W9 or country-specific tax equivalent form with the following:

- The holding company's legal name on line 1 with their tax identification number listed on Part I; and
- The disregarded entity's name, without reference to a "dba," on line 2 with their tax identification number. See the example below.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Holding Company Name

2 Business name/disregarded entity name, if different from above
Disregarded Entity Name - DE Tax ID ##-#####

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

5. For the "Main Trade," please select the most general description of your company's trade and up to four additional trades from the predefined list.

Legal Name of Company: *
Company Name ABC
(per your W-9 or country specific equivalent)

Main Trade *
Select...

Second Trade
Select...

Third Trade
Select...

Fourth Trade
Select...

Fifth Trade
Select...

6. Enter your company's **headquarters** address, **not** a branch office. For international companies, **FIRST** change the "Country" before entering the "State/Province."

State / Province: *
Select...

Country: *
United States

City: *
Anytown

Address: *
123 Main Street

Postal Code: *

Tax ID *
00-0000000

7. For US companies, enter your nine-digit tax identification number without the dash "-". For Canadian companies, enter your fifteen-digit Sales Tax Registration Number (GST). The format must be **#####RT####**.

Country: *
United States

Address: *
123 Main Street

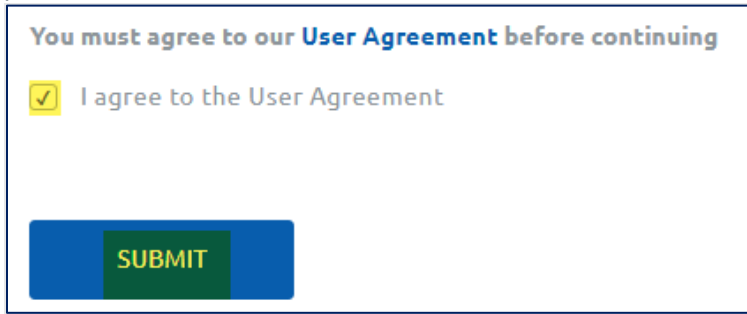
Tax ID *
11-1111111

Country: *
Canada

Address: *
123 Main Street

Sales Tax Reg. Number (GST) *
11111111RT0001

8. Please review Vertikal's user agreement, check the "I agree to the User Agreement" box and click "Submit" to proceed.

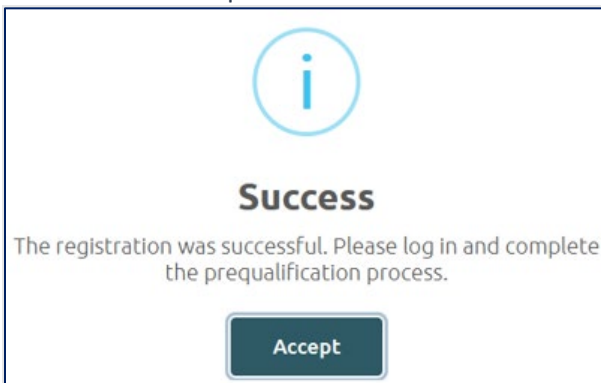


The screenshot shows a white rectangular box with a thin blue border. At the top, it reads "You must agree to our **User Agreement** before continuing". Below this, there is a yellow checkmark icon followed by the text "I agree to the User Agreement". At the bottom of the box is a blue button with the word "SUBMIT" in white capital letters.

The "Subcontractor *Registration Form*"

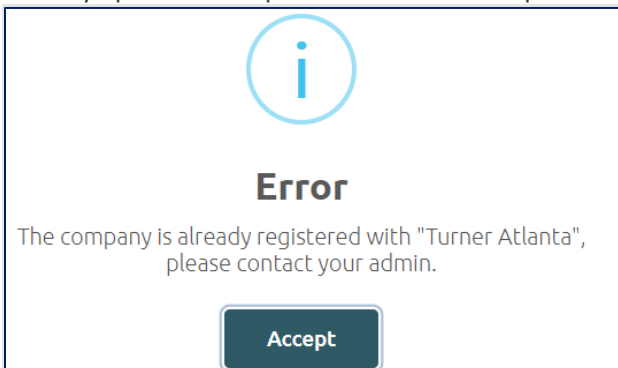
Use the registration link in the email you received to access Turner's third-party prequalification platform. Follow the guidelines outlined in the "**Subcontractor Application Form**" instructions. Because the hiring client sent you an invitation, item No 2 from the above does not apply.

With a successful registration, you will see the pop-up below. Click "**Accept**," and you'll be redirected to your company's Subcontractor Prequalification Account.



The screenshot shows a white rectangular pop-up with a thin blue border. At the top center is a light blue circle containing a lowercase letter 'i'. Below the icon, the word "Success" is written in bold black text. Underneath, a message reads: "The registration was successful. Please log in and complete the prequalification process." At the bottom center is a dark teal button with the word "Accept" in white text.

If registration is unsuccessful, the pop-up below will appear; email servicedesk@tcco.com with a copy of your W9 or country-specific tax equivalent form and request additional assistance.



The screenshot shows a white rectangular pop-up with a thin blue border. At the top center is a light blue circle containing a lowercase letter 'i'. Below the icon, the word "Error" is written in bold black text. Underneath, a message reads: "The company is already registered with 'Turner Atlanta', please contact your admin." At the bottom center is a dark teal button with the word "Accept" in white text.

Subcontractor Prequalification Account

After completing the registration process successfully, you will be redirected to your company's prequalification account. If your company already utilizes Vertikal's prequalification platform with another general contractor ("Hiring Client"), click the arrow next to the Hiring Client to toggle and select the desired Turner/ SourceBlue hiring client to complete and submit Turner's specific-prequalification form.

Complete the Prequalification Form


The system auto-saves your entries every two minutes. However, a best practice is to click "Save" at the end of each page before proceeding further.

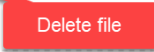
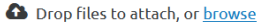
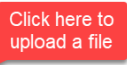
1. Click the **"Form Submission"** button of the most recent form with the status "Incomplete."
2. Start entering data into the form.
3. At the bottom of the page, click "Save" and "Next."
4. Click **"View PDF"** if you want to download a PDF version of the form.

5. When clicking the **"Next"** button, the page will freeze if a required field is missed, or a document is not uploaded. Scroll up to review the missed required field or document to resolve and proceed to the next page.

6. To upload a file, you can drag and drop files or click the **"Browse"** button to select a file. The max file size is 30 MB.

Please attach your company's W-9 or country specific equivalent. British Columbia: Provide a sample Invoice showing GST/HST Number & Legal Name. Ontario: Provide a Form 1000 or Sample Invoice showing HST number & Legal Name. *

File Name	Size
 File 2.pdf	33.35 kB

[Example GST Registry Form and Form 1000](#)

- After completing all of the required fields and uploading documents where indicated, complete the "Certification" section and click "Submit Form."

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Certification

We hereby certify that we have answered all of the above questions in a truthful, accurate, and complete manner to assure that our answers (including those answers that may have been copied in from an earlier submission) are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information and we also certify that all attachments submitted by us in connection with this prequalification are true, accurate, and full copies of the original documents that are in our possession. We recognize that Turner will be relying on the truthfulness and accuracy of our responses to this questionnaire and of the contents of the attachments hereto in deciding whether to permit us to bid as well as in any awards of work that may be made to our Company. **Additionally, we agree to promptly notify Turner in writing of any events or circumstances that make any of the foregoing answers, attachments, or representations untrue, incomplete, or inaccurate in any material respect.**

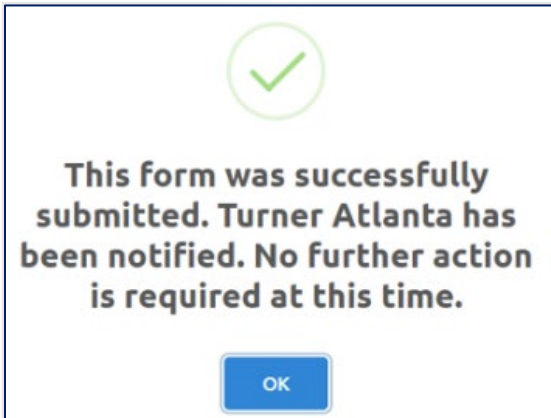
This prequalification has been reviewed by the following officer of our company prior to submittal.

Officer: * Date: *

Title: *

Once submitted, the form and uploaded files are locked from further edits or deletions. If additional modifications are needed, the hiring client(s) can unlock the form for you to edit and resubmit.

- If the submission is successful, the below message will show. Click **OK** to exit the form and get back to the home page.



Upload / Download Files

After submitting a form, you can upload additional files if needed.

- Go to the **Files** tab.
- Click the "**Upload File**" button.
- Select the new file for upload.
- Check the box if this is a financial file (Financial Statement) to restrict viewing to limited users in the Vertical system.
- If the file belongs to a specific Prequalification Form, select the form in the drop-down.
- Add a brief file description, such as the file name.
- Click "**Upload File**."

UPLOAD NEW FILE

Click to select/upload a file

Please select a file

This file contains financial data: Check this box to identify a confidential file

Please select a Form this file belongs to:
No Form

If the file is to a specific form, use the dropdown. Otherwise, no action is needed.

File Description:
Enter a brief description of file

UPLOAD FILE

To view or download files, use the following steps below:

1. If you want to open one individually file, click **"View."**
2. If you want to download multiple files at once, mark the files you wish to download and then click **"Download."**

FILE NAME	FILE DESCRIPTION	UPLOAD DATE	EXPIRATION DATE	UPLOAD TYPE
<input checked="" type="checkbox"/> Bank Credit Letter.docx	Field Name:BankCreditLetterAttachment	September 14, 2022 @ 22:0:51	N/A	Form
<input checked="" type="checkbox"/> EMR 09 2021 - 09 2022.pdf	Field Name:EMRLetterAttachment	September 14, 2022 @ 21:46:53	N/A	Form
<input checked="" type="checkbox"/> Financial PDF File.pdf	Field Name:FinAuditReviewAttachment	September 14, 2022 @ 21:57:37	N/A	Form
<input type="checkbox"/> OSHA Log - 2020.xlsx	Field Name:OSHA300aAttachmentBefore	September 14, 2022 @ 21:48:54	N/A	Form

DOWNLOAD

Change Your User Information

To change your user information, first, log into Vertikal. Click your name in the top right corner of the screen. And click the **"Update Information – here"** button.

To update your password, click **"Edit Password."** Click **"Save User"** to save your changes and exit the window.

To return to the Main Page, click the Vertikal logo at the top left of the screen.

Vertikal PROFILE Lino

Click "Vertikal" to return to the main dashboard

Click name to update user profile

Subcontractor

Associated Subcontractors

EDIT USER

Role: Subcontractor

First Name: [Redacted] Last Name: [Redacted]

Email: [Redacted] Phone #: [Redacted]

Edit Password

Update Information - here

SAVE USER Cancel

Prequalification Form Renewal – "Auto-Fill From" Option

The **completed** prequalification form itself is valid for 24 months. At the time of renewal, a system-generated email will be sent to all of applicant's company staff who have a user account. Click on the URL link in the renewal email to access the login page to begin the renewal process.

The "Auto-Fill Form" option will show automatically if the renewal is eligible to autofill specific fields in the new form. If the auto-fill option is unavailable, complete the form from the beginning.

1. Click **"Auto-Fill Form."**
2. Select the **Turner** Hiring Client's prequalification form from which you want to copy data.
3. Click **"Auto-Fill From"** on the current "Complete" form.

The screenshot shows a web interface with a table of forms and a selection process. The table has columns: FORM NAME, FINUPDATE, FORM SUBMISSION ID, START DATE, SUBMISSION DATE, and STATUS. Two rows are visible, both for 'Turner Subcontractor / Vendor Prequalification Form'. The first row is 'Complete' and the second is 'Incomplete'. A red arrow points to the 'AUTO-FILL FROM' button in the 'Complete' row. Below the table, there are two sections for selecting a hiring client. The first section shows a dropdown menu with 'Turner Atlanta' selected, and a message 'No results found for this search criteria'. The second section shows the same dropdown menu with 'Turner Atlanta' selected, and a table of forms below it. A red circle '3' highlights the 'AUTO-FILL FROM' button in the table.

FORM NAME	FINUPDATE	FORM SUBMISSION ID	START DATE	SUBMISSION DATE	STATUS		
Turner Subcontractor / Vendor Prequalification Form		21847	September 14, 2022	September 14, 2022	Complete	FORM SUBMISSION	USERS LOG
Turner Subcontractor / Vendor Prequalification Form		21854	September 16, 2022		Incomplete	FORM SUBMISSION	AUTO-FILL FROM USERS LOG

PLEASE SELECT ELIGIBLE FORM TO COPY DATA PREVIOUSLY SUBMITTED TO DIFFERENT HIRING CLIENT

Hiring Client: --Select Hiring Client--
--Select Hiring Client--
Turner Atlanta

No results found for this search criteria

PLEASE SELECT ELIGIBLE FORM TO COPY DATA PREVIOUSLY SUBMITTED TO DIFFERENT HIRING CLIENT

Hiring Client: Turner Atlanta

NAME	SUBMISSIONDATE	STATUS	
Turner Subcontractor / Vendor Prequalification Form	September 14, 2022	Complete	AUTO-FILL FROM

4. Click **"Yes"** to confirm you want to copy data from the selected source form.

The dialog box has a warning icon (exclamation mark in a circle) at the top. Below it, the text reads: 'Copy Submission' and 'The form submission will be copied and the existing data in the destination form may be cleared/replaced'. At the bottom, there are two buttons: 'Yes!' and 'Cancel'.

Copy Submission

The form submission will be copied and the existing data in the destination form may be cleared/replaced

Yes! Cancel

5. Click **"Fill Out Form"** for the system to take you to the new form with eligible pre-filled data fields populated. Please review all auto-populated data to ensure no changes need to be made, complete any cleared field with updated information, and upload new files where applicable before submitting the renewal form for review.

Note: The fields may take a few seconds to load with the copied data.

The dialog box has a title 'Form Copy Success!' and a message: 'Please review and complete the form. It's required to fill out all required fields before you can make a submission. Please ensure all fields are accurate and click Submit at the bottom of the last page. Thank you.' At the bottom, there is a blue button labeled 'Fill Out Form'.

Form Copy Success!

Please review and complete the form. It's required to fill out all required fields before you can make a submission. Please ensure all fields are accurate and click Submit at the bottom of the last page. Thank you.

Fill Out Form

CRITICAL: If you are not ready to complete the renewal form, the company name and tax id must be entered at the bare minimum, and click the SAVE button. Failure to enter/save new information clears the auto-filled fields. If the auto-filled areas are cleared when you log back in, you can either perform the auto-fill form process again or complete the prequal from scratch.

Yearly Documentation Renewal

Information such as your company's financial statements, EMR, UBE certifications, etc., may require yearly renewal. At the time of renewal for these specific documents, an automated email from Vertikal will be sent as a reminder to all user accounts associated with your company with instructions to upload the renewal documents. Follow the instructions in the email to upload the updated file(s) to support renewal.

If needed, the hiring client will email your company for other files, such as OSHA logs.

***** END *****