

Subcontractor Onboarding Packet

Purpose of This Packet

This Subcontractor Onboarding Packet is designed to collect essential information required to evaluate, onboard, and manage subcontractors in support of government, corporate, or commercial contracts.

Completion of this packet does not guarantee selection or award. Information provided will be used for compliance review, capability alignment, and contract administration purposes.

Best For:

- Prime contractors building teams
 - Subcontractors onboarding with primes
 - Government and corporate projects
 - Joint venture and teaming preparation
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1. Cover Page

Subcontractor Onboarding Packet

Prepared by: Quin-Z Contracts, Procurement & Consultant Solutions LLC

For: [Prime Contractor Name]

Project/Contract: [RFP/Contract Number & Title]

Date: [1/19/26]

2. Subcontractor Company Information

Legal Business Name: _____

DBA (if applicable): _____

Business Address: _____

Primary Contact Name
& Title: _____

Email: _____

Phone: _____

Website: _____

Business Structure:

LLC Corporation Partnership Sole Proprietor Other

Year Established: _____

Number of Employees: _____

3. Certifications & Designations (if applicable)

MBE

WBE

DBE

SBE

SDVOSB/VOSB

HUBZone

8(a)

Other: _____

Certifying Agency: _____

Certification Number: _____

(if available)

Expiration Date: _____

Note: *Certifications may be required, optional, or non-applicable depending on contract requirements.*

4. NAICS Codes & Capabilities

Primary NAICS Code(s): _____

Secondary NAICS Code(s): _____

(if any)

Core Capabilities: _____

(brief description)

(What work can you self-perform?)

5. Relevant Past Performance

Provide up to three (3) relevant projects completed within the past 3–5 years.

Project 1

Client/Prime: _____

Scope of Work: _____

Contract Value (Approx.): _____

Your Role: Prime Sub

Completion Date: _____

(Repeat as needed)

6. Capacity & Availability

Geographic Service Area(s): _____

Maximum Concurrent Projects: _____

Estimated Monthly Capacity: _____

- Ready to mobilize immediately
 - Available within 30–60 days
 - Availability dependent on scope
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7. Compliance & Documentation Checklist

Please indicate whether the following documents are available:

- W-9
 - Certificate of Insurance (COI)
 - General Liability Insurance
 - Workers' Compensation (if applicable)
 - Bonding Capacity (if applicable)
 - Safety Program OSHA Info (if required)
 - Quality Control Plan (if required)
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8. Pricing & Commercial Terms (High-Level)

(No pricing commitment required at onboarding stage)

Typical Pricing Structure:

- Hourly Unit Price Fixed Price Cost-Plus Other

Prevailing Wage Experience: _____

Yes No Not Applicable

9. Subcontractor Acknowledgments

By submitting this packet, the subcontractor acknowledges that the information provided is accurate to the best of their knowledge and understanding, final terms are subject to contract award and executed agreements, Quin-Z Consultant Solutions, LLC provides administrative and operational support only, and legal review and contract execution remain the responsibility of the parties.

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

10. Internal Use (Optional – Prime/Admin Only)

- Capability Match
- Certification Alignment
- Compliance Complete
- Capacity Verified
- Recommended for Teaming

Reviewer Notes: _____
