



Pogue Construction Subcontractor Qualifications Program

As part of Pogue Construction's Subcontractor Qualifications process, subcontractors may be required to submit company information and requested documentation.

ProQual by Pantera has been contracted by Pogue Construction to facilitate and help administer this process. A secure portal for your qualification document submissions will be provided.

Process Steps:

- 1. Registration Notification:** You will receive an email from enroll@pogueprequal.com. The email contains information regarding the qualifications process as well as a secure registration link for you to begin.
- 2. Login or Create Account:** If you have previously registered with ProQual, you may log in using your existing username to complete the Pogue Construction portion. If you are a first-time user, you will need to register and create a username and password.
- 3. Enrollment Fee Submission:** After completing the Qualification Form to 100%, click "**View Requested Criteria**". You will then be prompted to submit the \$110 annual registration fee. Once submitted, a payment confirmation receipt will be emailed directly to you from ProQual.
- 4. Document Submission:** Once the enrollment fee has been submitted, requested documents should be uploaded and submitted for compliance review by ProQual.

Requested items include:

- o **Insurance COI & Endorsements**
 - Compliant to Pogue Construction's Subcontractor Requirements
 - o **W-9**
 - Signed/Dated within last 12 months
 - o **Minority/Disadvantage Business Certifications** (if applicable)
 - o **Trade Licenses** (if applicable)
 - o **Consolidated Financial Statements**
 - Year-End Statements requested annually
 - Interim Statements requested semi-annually
- 5. Reminder Emails:** Emails are sent bi-weekly to advise of document submissions still required, document non-compliance or document expiration. Any items in **Waiting/Incomplete/Expired** statuses require revisions or updates.

Your prompt response in completing this process is appreciated. Pogue Construction reserves the right to withhold project payment pending insurance compliance.

Any questions or concerns regarding participation in this program should be directed to Lisa Simms with Pogue Construction at 972.529.9401 or lsimms@pogueconstruction.com.

Questions or Need Help?

Contact ProQual Customer Service at
214.347.7240 x202 or help@proqualverified.com.