THE TRACK GROUP
SUB-CONTRACTOR OVERVIEW

The Track Group works with various sub-contractors and vendors to provide services and products to support our clients. This document provides an overview on the process of working as an independent sub-contractor for The Track Group. We look forward to working with you in the near future.

STEP 1 - PROJECT DISCUSSION

A project manager will contact you to review your availability and interest in providing a price quotation on a specific work task.

You should both review the following:

- Specific **details of the work** required and qualifications to perform the service (at times, we will provide written details of the tasks to be performed for your review).
- Estimate of expectations for **deadlines for the work** – may include milestone deadlines and final work complete date. At this stage, dates are typically estimates only and due to client delays once work begins, due dates may change without a change in the fee paid for the work.
- **Budget range** for the service (if known) and/or estimate of cost to provide the service.
- Type of engagement **– firm fixed price or time & materials** (T&M). Under firm fixed price, the sub-contractor will not track hours used to complete the tasks and unless the scope is formally modified later, the total fee paid will be set up front.
- Outline **key milestones, payment schedule, and method of payment** required (company check is the default payment method unless otherwise discussed. Payments made to elance vendors are made directly thru elance.com). Timing for progress reports and/or methods for sharing work.
- Any other details that will help you assess if this is a good fit for your expertise, availability, and interest.

STEP 2 – PROVIDE A SIGNED INDEPENDENT CONTRACTOR AGREEMENT AND WORK ORDER FORM TO THE TRACK GROUP

If after the discussion, it appears that there is a match in our needs and your ability to provide the required deliverable, your project manager will request that you submit a signed independent agreement contract (form ICA1) along with a completed work order (form WO1). You may ask your project manager to provide you with a draft WO1 if you feel that would be helpful to you. Once you feel comfortable with the work order that is proposed, sign a copy and send to your project manager.

STEP 3 – ACCEPTANCE OF PROPOSAL = AWARD OF PROJECT

If the work order is authorized, The Track Group will provide you with official written authorization by signing the work order and providing you with a copy. You should not begin working on any project or have an expectation of receiving any payments from The Track Group, until after you receive a purchase order or a signed contract authorizing work to begin.

CHECKLIST OF PAPERWORK FOR VENDORS:

ICA1 Form (Independent Contractor Agreement) – http://www.trackg.com/ICA1.doc Need to provide first time a project is to be awarded. We will keep a copy on file. Please provide to the office as shown below.

Tax Form (W9) http://www.irs.gov/pub/irs-pdf/fw9.pdf Need to provide first time a project is to be awarded. We will keep a copy on file. Please provide to the office as shown below.

WO1 Form (Work Order) – http://www.trackg.com/WO1.doc Needed for each new project. Can be completed by you or the project manager, but ultimately, it needs to be signed by both parties before work can begin. You can email this document to your project manager.

Office Contact Options for Paperwork:

1. Fax (703) 997-0760
2. Scan and email to dave@trackg.com with the subject “New vendor agreement OR W9”
3. Email to your project manager (for work orders).
4. Mail: The Track Group, 85 S Bragg Street, Suite 301, Alexandria, VA 22312

STEP 4 – THE WORK AND INVOICING

We generally have two types of sub-contractors. A “key strategic” sub-contractor has been identified as someone who will likely have active face time with our clients and is expected to perform select project management functions. If you’ve been identified as this type of partner, please review the information at http://www.trackg.com/partnerole_strategic.pdf .A standard partner will be more likely to limit all client communications through the project manager and at any client meeting, they will be actively guided by a Track Group project manager.

Please check in frequently with your project manager to confirm status of the work and provide update reports as required by the task. When working on creative jobs, you are encouraged to share multiple concepts early to gather client feedback before progressing too far on a single design that the client may not desire.

When a milestone with payment is reached, confirm with the project manager that there is agreement that the milestone activities have been met. Email invoices to your project manager and cc: dave@trackg.com.

Important notes on invoicing to insure prompt payment:

- Attach the invoice as a PDF or word document.
- The subject line of the email should be “INVOICE: PO ### PAYMENT #”
  - Payment # refers to the milestone reached.
- The invoice should clearly state the amount due as well as the total remaining balance on the task that will be invoiced in the future.
- Include mailing address and “payable to” name for the check.

Select sub-contractors are invited and/or required to interact using our web based project management portal site. Your project manager will let you know the preferred way for posting updates and items related to the project. If you will be using our web portal, please be aware that our clients have access to this same site and therefore you should not post messages or items that discuss cost or anything that might not be appropriate for client viewing.

STEP 5 – PROJECT CLOSURE AND FINAL INVOICE

Once you have concluded all of the tasks on the contract, confirm with your project manager that all work has been adequately completed and a final invoice is appropriate.

Before final payment can be made, we must receive a copy of all deliverables including any SOURCE files used in the creation of the project.

Please mail a CD with the PO number on the label to your project manager which contains the final source files and deliverables. If feasible, you may email these files to your project manager in lieu of the CD.

If you have any questions concerning this process, please contact David Ehrlich at (703) 941-7766 x101 or via email at dave@trackg.com.