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Sub-Contractor Onboarding Process

Different Types of Sub-Contractors:

Short Term Sub-Contractor:

- A Sub-Contractor who will be used for the short term. Someone on a less than 6-month project

Long Term Sub-Contractor:

- A Sub-Contractor who will be used in the long term. Someone who will be used for multiple projects on an ongoing basis.

G&A and Marketing Sub-Contractor:

- A Sub-Contractor who will be used specifically for G&A and Marketing role responsibilities

Key Rule:

A new SOW must be created if any change in a rate for a Sub-Contractor is to occur

Process Flow Chart:

1. HR recruiting team finds Sub-Contractor to fill role requested by Service Line Lead.
2. Sub-Contractor interviews like regular employee. SL Lead gives final approval
3. Resource Manager takes over from HR, fills out HSO Contract Worker agreement and SOW.
4. Documents are signed via DocuSign and filed
5. Resource Manager requests W9/Banking information and files
6. Resource Manager completes Sub-contractor Vendor Request
7. IT takes vendor request info and creates account and setup in Bnext
8. IT adds Cost and client rate to BNEXT. Emails Resource Manager
9. Resource Manager sends credentials to Sub-Contractor and SL Lead
10. SL Lead gets Sub-Contractor access to project
11. Resource Manager sends finance team email with link to all information for Sub-Contractor
12. Resource Manager adds info to Master Sub-Con List

First Stages of Sub-Contractor Onboarding:

1. HR recruiting team is the party responsible for finding Sub-Contractors. They will put into specific categories. Recruiting team will present contractors as options.

2. Service Line director will request for sub-contractor. Sub-Contractor will go through typical employee interview process with appropriate directors or resources. Discuss work, rates, etc.

3. SL Director will conduct final interview and give approval to recruiting team.

4. Recruiting team will inform resource manager on approval. Jess Kimmel for ES and Lidia Payne for ProServ. They will take over as Onboarder from HR.

5. Resource Manager or Onboarder will now fill out HSO Contract Worker Agreement. Located HERE

HSO Subcontractor Agreement.docx

Sub-Contractor Work Agreement:

1. Resource manager will work with service line lead to obtain necessary information to complete a Subcontractor Worker Agreement and Statement of Work (SOW).
   - Assigned project
   - Specific role
   - Specific tasks
   - Hourly rate
   - Start date and estimated complete date

2. Open Sub-Contractor Agreement, fill out all yellow items

HSO ENTERPRISE SOLUTIONS, LLC

SUBCONTRACTOR AGREEMENT

This Subcontractor Agreement (this "Agreement") is entered into on [MONTH] ___, 2022, by and between HSO Enterprise Solutions, LLC, a New York limited liability company with its principal offices at 350 5th Avenue, Suite 6902, New York, NY 10018 ("Client") and __________, a [state] [corporation] with its principal offices at __________ ("Contractor").

I. INDEPENDENT CONTRACTOR

A. Status. Contractor will act solely as an independent contractor and shall not be considered, under the provisions of this Agreement or otherwise, as an employee or agent of Client.

CONTRACTOR: [Name]
[Address]
[email]
[Phone]

F. Assignability. This Agreement is not assignable by Contractor, nor may any of

- Examples

3. Once filled out, turn into PDF, send through DocuSign to SL director and Sub-Contractor/Company for signatures and final review.

4. Once signed by parties, file HERE

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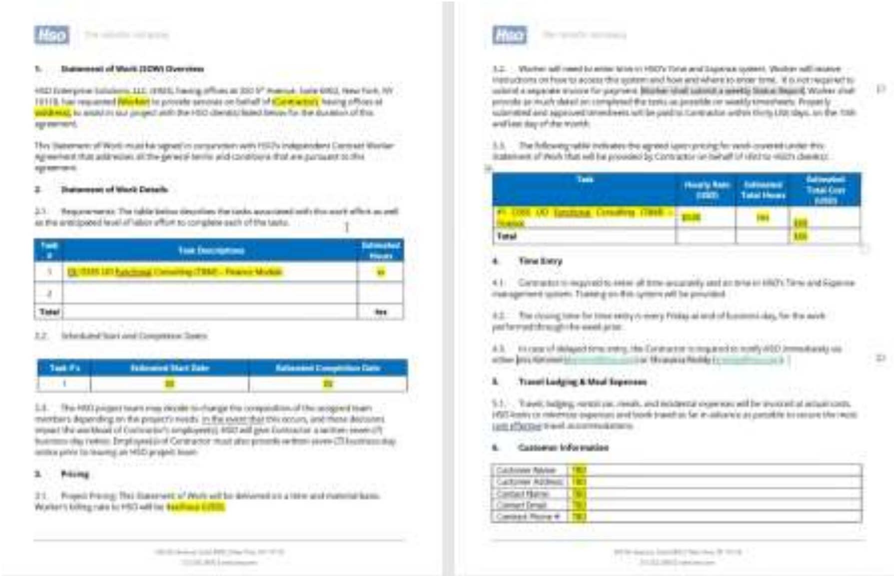
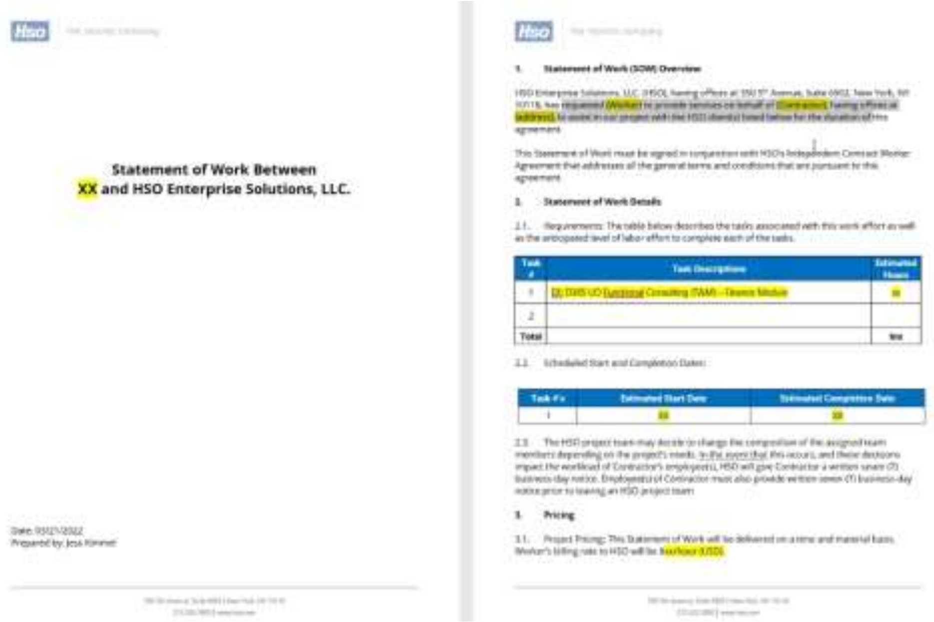
Sub-Contractor SOW:

1. A SOW is needed for ALL sub-contracting companies and each specific individual employee

2. SOW is found HERE

3. Fill out Yellow items:





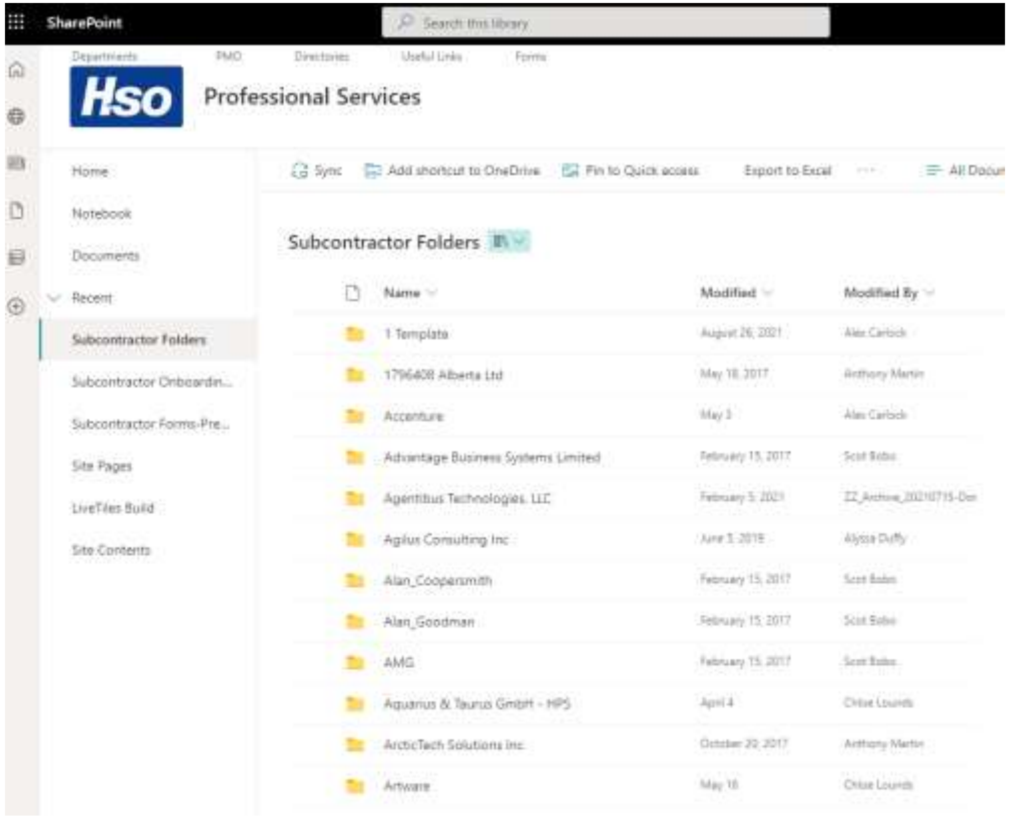
Key Info:
Pages 3-4 are most important. Need very specific work type and hours

Key Info:
Pricing will always be Time and Material Rate. Can be changes on pricing due to longer contract/ extended PoP. Put this in pricing area.

4. Onboarder will export to PDF file and send to both Subcontractor and SL Lead for signature through DocuSign

Banking Information and Filing:

1. Once Sub-Contractor agreement and SOW is signed. Resource Manager/Onboarder requests W9 and banking details from the Sub-Contractor. This information goes to Shravana Reddy (subcontractor email that goes to)

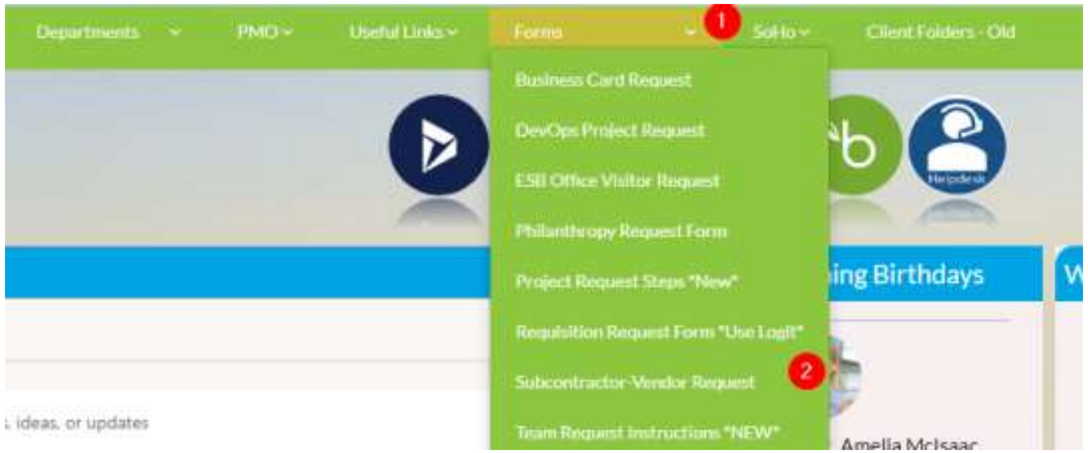


2. Once all documents are signed and W9/banking info is in, Onboarder will put all info into new folder already created HERE.

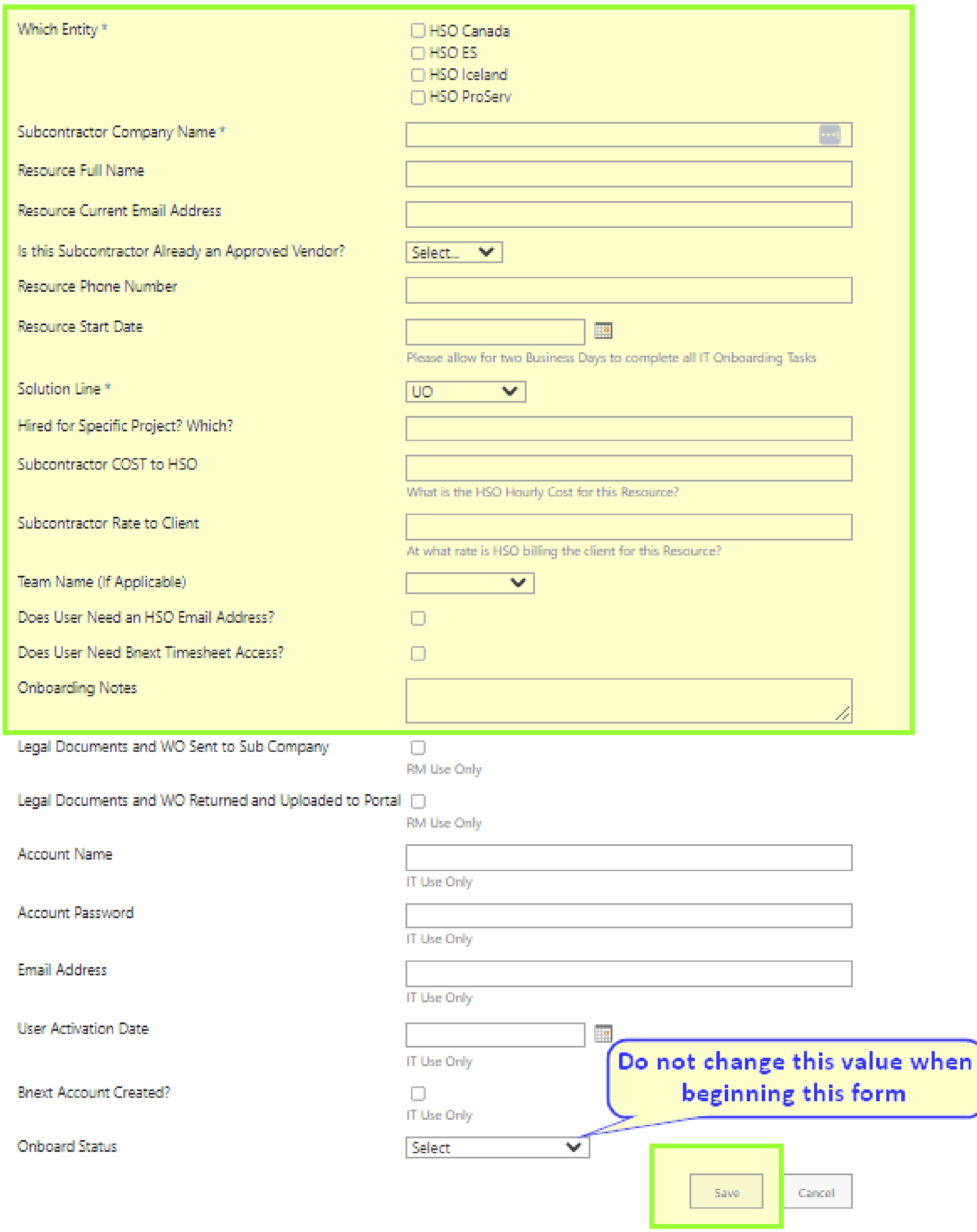
Key Info:
All information and documents need to be in folder. If not, when sent to IT for adding to system, they will say no

Filling out the Onboarding Form

Use the Form on the US Portal, "Subcontractor-Vendor Request". This should be filled out by a Resource Manager. Someone else with full knowledge of the legal terms and financial agreements can also fill this out.

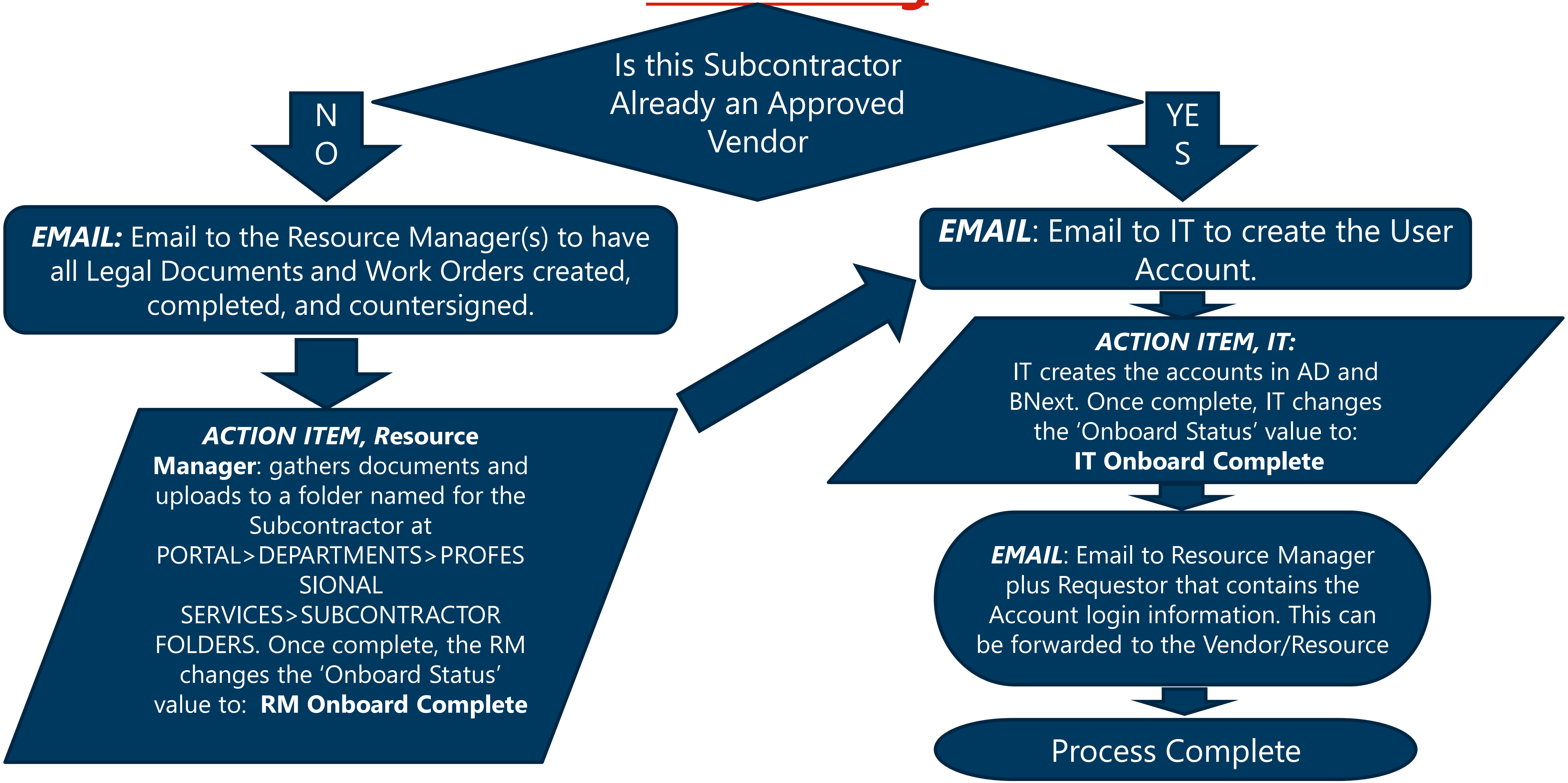


The person filling out the form should fill in as much detail in the yellow area as possible and then click Save. It is important to choose a value for "***Is this Subcontractor Already an Approved Vendor***": If there are already legal documents in place between the Vendor and HSO, you can choose "Yes". If not, please choose "No". Once all fields in Yellow are completed, click Save. The next step in the flow is determined by the value of "Is this Subcontractor Already an Approved Vendor".



Process Flow for Subcontractor/Vendor Onboarding

The next step in the flow is determined by the value of "Is this Subcontractor Already an Approved Vendor".



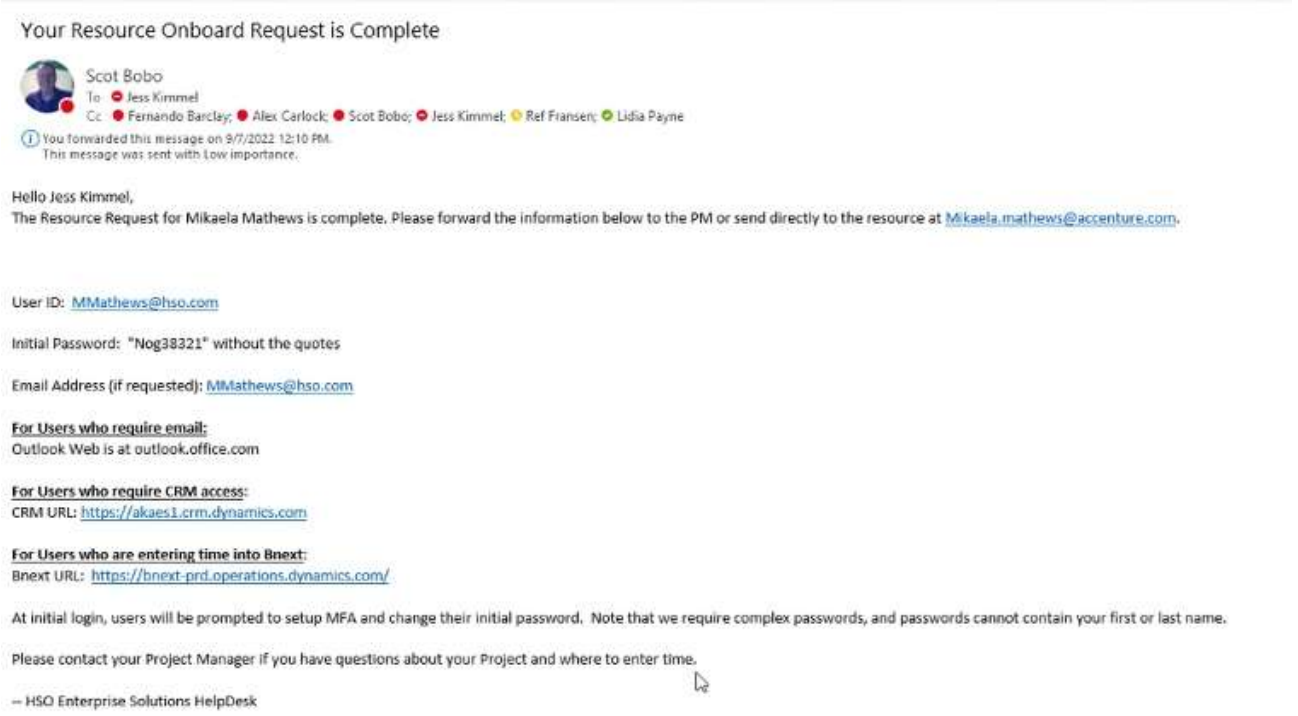
Sub-Contractor Request Cont'd:

4. Once completed, this request is automatically routed to the IT department for account creation and setup. Emails automatically go to requester and IT.

5. Once approved and account is set up, IT will route notification of completion back to resource manager via email. *Shown to the right*

6. Resource Manager will send account credentials to the subcontractor, along with work instructions for Bnext. SL Lead and PM will be copied so they can request resource access to their project.

7. Onboarder will then send email to finance team (Kisha, Julia, Sharavana) with link to Sharepoint folder with all information.



Your Resource Onboard Request is Complete

Scot Bobo
To Jess Kimmel
Cc Fernando Barclay; Alex Carlock; Scot Bobo; Jess Kimmel; Ref Fransen; Lidia Payne
You forwarded this message on 9/7/2022 12:10 PM.
This message was sent with Low importance.

Hello Jess Kimmel,
The Resource Request for Mikaela Mathews is complete. Please forward the information below to the PM or send directly to the resource at Mikaela.mathews@accenture.com.

User ID: MMathews@hso.com

Initial Password: "Nog38321" without the quotes

Email Address (if requested): MMathews@hso.com

For Users who require email:
Outlook Web is at outlook.office.com

For Users who require CRM access:
CRM URL: https://akaes1.crm.dynamics.com

For Users who are entering time into Bnext:
Bnext URL: https://bnext-prd.operations.dynamics.com/

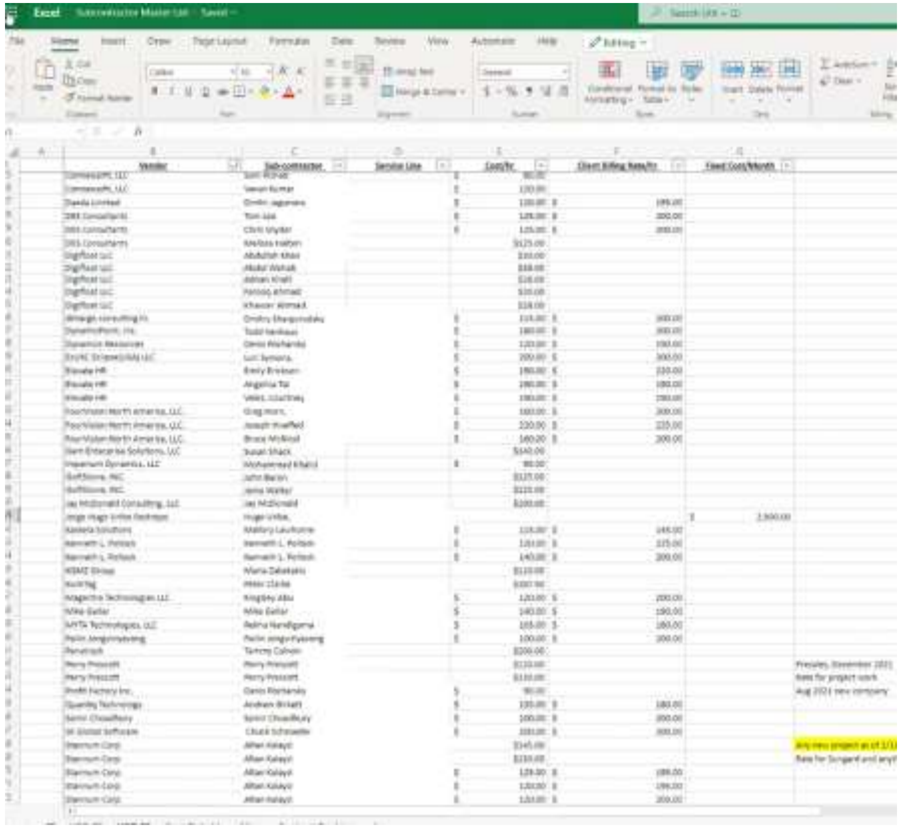
At initial login, users will be prompted to setup MFA and change their initial password. Note that we require complex passwords, and passwords cannot contain your first or last name.

Please contact your Project Manager if you have questions about your Project and where to enter time.

-- HSO Enterprise Solutions HelpDesk

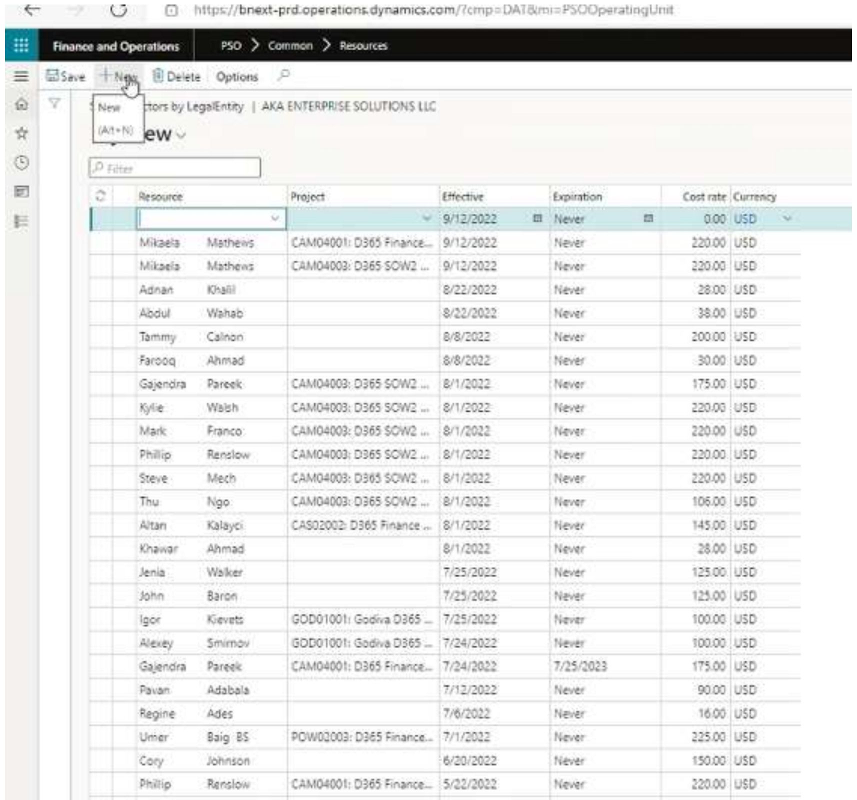
Final Steps:

8. After email sent to finance team, Onboarder will then go to Finance folder located [HERE](#).
Open Subcontractor Master List excel sheet



9. Add names and information. Client Billing rate will come from individual/project SOW

10. IT will create subcontractor info in Bnext. Onboarder will go to Bnext to put in Cost and Client rate > Go to legal entity > Set up > Subcontractors by legal entity > click New fill out information



11. After this, Sub-Contractor is ready to go!

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Thank you for your time and attention!

Devin Simon – Senior Financial Analyst – devinsimon@hso.com

Driving Improvements in Business Performance