**Subcontractor Form Checklist**

**See below for summary of how packages shall be submitted:**

Submit a package to PMC, in pdf format & via Asite, that includes all applicable forms for review and approval.  Submittals have a 15-day review period per revision. Please find attached all forms mentioned.

A complete package will consist of the following:

* Statement of Qualification of Subcontractor (SQS) – **for subcontractor’s** approval requests **OR**Request for Material Supplier Approval (RMSA) – **for material suppliers** approval requests
* Schedule F – It consists of Form F1, F2, and F3.
  + The F-3 form is to be submitted only for disclosure of lobbying activities**, if applicable**, for federally funded contracts. This is our case.
* Schedule F1 – Contract-Specific Subcontractor Questionnaire
* Schedule A – Federal Certification of Restrictions on Lobbying (required for any federally funded contract, this is our case)
* Responsibility Forms (Schedule B and B1) – For MTA Vendor Relations to carry out a background check. These forms are required **only** for subcontractors and suppliers **meeting the following criteria**:
  + Contract is valued at $5 million or greater OR
  + Contract is valued at $1 Million **AND** 10% of the Prime Contract value OR
  + Contracts involving “Special Circumstances”.  “Special Circumstances” are defined as contracts in excess of $100,000 in the following areas: painting, scrap, hazardous materials, concrete, lead, asbestos, inspection and testing, security-related projects, carting and textiles and garments, environmental planning and management, or such areas the Authority may designate from time to time.

**Overall Key Steps:**

1. Contractor submits complete package to PMC .
2. PMC reviews. Once any comments (if any) are addressed by Contractor, PMC sends package and completed Performance Questionnaire via email to MTA for review and approval.
3. If MTA has any comments, PMC sends them to Contractor and Steps 1 and 2 are repeated.
4. Once approval is received, PMC notifies the Contractor via Asite (send: a signed letter if a subcontractor or sign and date the RMSA main page if a supplier)