

Gilbane Rising Contractors Program

Session Two

Prequalification with Gilbane





Welcome!

Just a couple of housekeeping items before we get started.

IMPORTANT: Your Zoom Name:

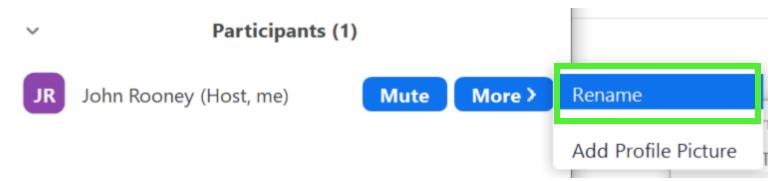
Please "rename" yourself using the following convention:

Your State_Your Name_Your Company

For example: NY_John Rooney_Gilbane

Click the participants tab, then "more" next to your name. Click Rename.





Regions:

NY (New York)
MARO (Mid-Atlantic/DC)
SE (Southeast/Florida
OH (Cleveland/Columbus)
MW (Chicago and Milwaukee)



Ground Rules & Expectations for this Zoom Session



This one-hour session will be recorded.



Ask questions in the chat, we will break to pose followup questions to the panel throughout the session.



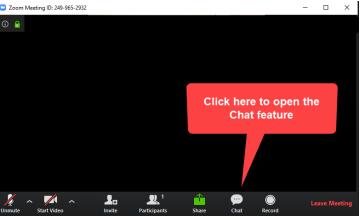
For the best viewing experience, select **Gallery View** in upper right-hand corner.

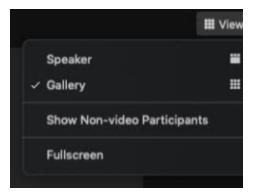


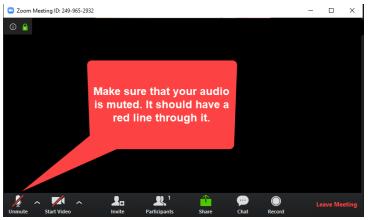
You can **expand/contract** the viewing windows by sliding the handle between panels.

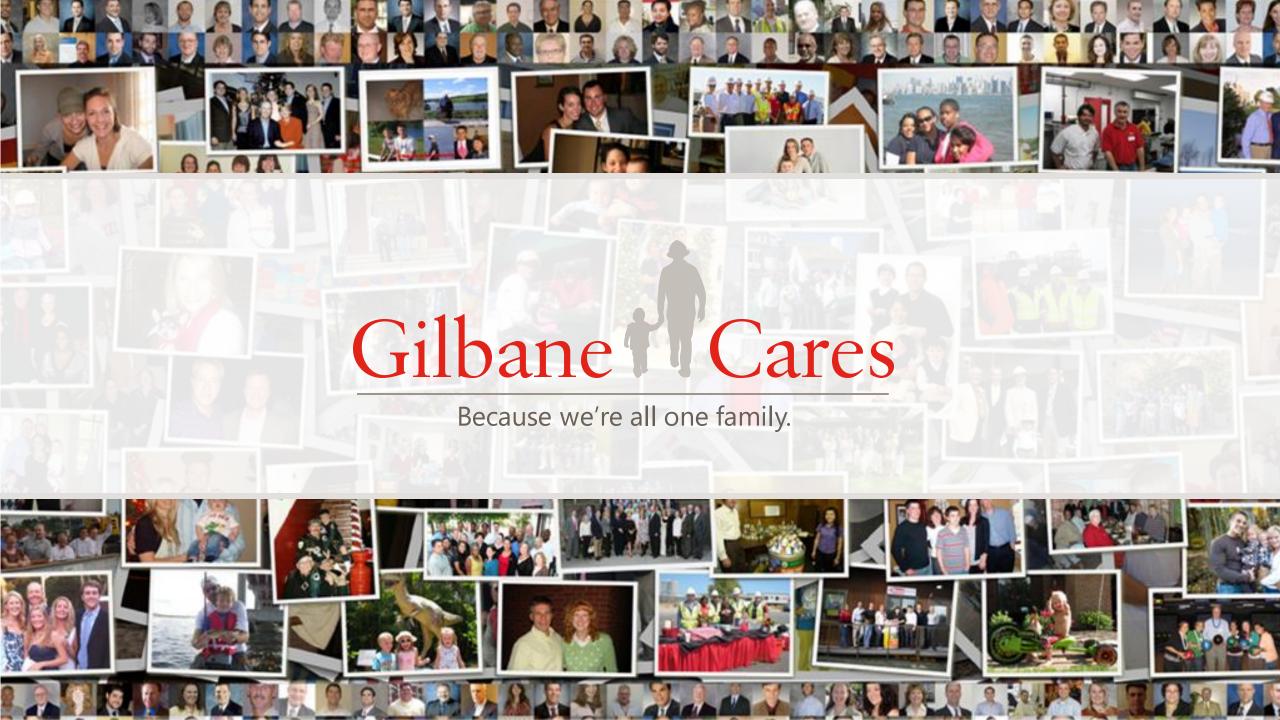


Please stay on mute during initial presentation.









Introductions





Travis Okel
Purchasing Manager
TOkel@GilbaneCo.com
614-948-4013



Wendy Conway
Director of Insurance Operations
WConway@GilbaneCo.com
401-588-3115

Agenda

- Gilbane Cares
- Introductions
- Gilbane Prequalification
 - Why
 - What does it take
 - Risk Mitigation
 - How often
 - Resources to help





Three Key Takeaways

- 1. Prequalification helps Gilbane connect YOU with the right opportunities.
- 2. Understanding your financial statements and the story they tell is key to passing ANY prequalification, not just Gilbane's.
- 3. Having a surety program in place will position you for growth.



Three Things to Avoid

- 1. Watch your liquidity and debt ratios. It's not all about profitability and revenue.
- 2. Understand your EMR (if you have one). If it's over 1.0, know why (and be able to explain how you've addressed it)
- 3. Don't seek out projects that are too big. Contractors do not fail from starvation, they fail from overeating.



Need Help During the PQ Process

Prequalification Administrators

- Sandy Showalter Mid Atlantic, New England, Federal (sshowalter@gilbaneco.com)
- Yvonda Royster
 — West, Southwest, Midwest/Central (yroyster@gilbaneco.com)
- Jesse Saladis

 New York (jsaladis@gilbaneco.com)

Prequalification Help Email – <u>PQHelp@gilbaneco.com</u> someone will respond within 24 hours (usually by end of day).

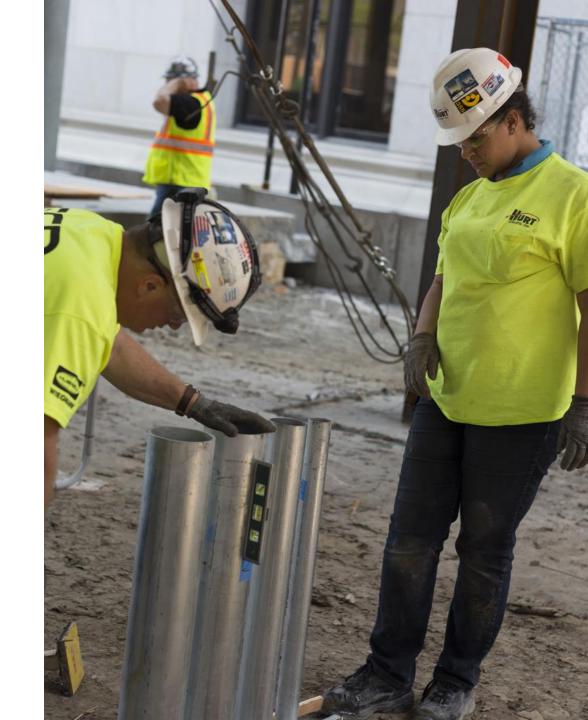
Why Prequalify?

• Gilbane:

- Our success is dependent on success of our trade partners
- Contractual obligations
- Industry best practice
- Risk mitigation

• Trade Partner:

- Most don't die from starvation but from overeating
- Connected with the right opportunities
- Resource connection
- Risk mitigation



What is Involved in Prequalification?

- A Gilbane review of:
 - Financials
 - Safety
 - Insurance
 - Experience



- Current W-9 form
- Most recent fiscal year-end financial statements
- Experience Modification Rating
- OSHA 300/300A forms
- References for bank, bonding agent and insurance
- Sample Certificate of Insurance
- Project details (two current and two significant projects)

Take the poll





- Current W-9 form
 - > <u>www.irs.gov</u>
 - https://www.irs.gov/forms-pubs/about-form-w-9



Request for Taxpayer **Identification Number and Certification**

ernal	Revenue Service	•	Go to www.irs.go	v/FormW9 for instr	uctions and the lat	est information.
	1 Name (as shown	on your income	tax return). Name is re	quired on this line; do r	not leave this line blank	ζ.
	2 Business name/o	disregarded entit	y name, if different fror	n above		
,						
page 3	3 Check appropriate following seven be		I tax classification of th	ne person whose name	is entered on line 1. C	theck only one of th
ns on p	Individual/sole single-member	e proprietor or er LLC	C Corporation	S Corporation	Partnership	Trust/estate



Most recent fiscal year-end financial statements

Preferred:

Third-party prepared financials

Three levels:

Audited

Reviewed

Compiled

Include:

Opinion letter

Notes

Supplemental schedules

• In the case of providing internal financials:

Accrual Based Balance Sheet

Accrual Income statement (Profit & Loss) Statement

Statement of Cashflows is also a benefit

NOT Cash Based

NOT Tax Returns

Using QuickBooks? You can run internal financials on your own from most accounting software. BUT....

Take the poll



Understand your Financial Statements

- The Balance Sheet a snapshot in time of your assets, liabilities, and equity, divided into Short Term (due within one year) and Long Term
- The Income Statement The flow of money in and money out, demonstrating profitability (revenues against expenses)
- The Statement of Cash Flows Breaking the money flow down further into operations, investments, and financing. (Are you making money from operations? Are you paying it all back out in financing?)

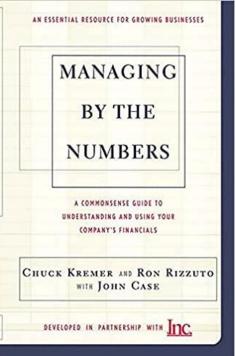


Understand your Financial Statements

- It's important to understand the picture your financial statements paint
- Main Categories of Financial Health
 - Liquidity (How do your assets compared to your liabilities? How much cash do you keep?)
 - Debt
 - Profitability (Are you profitable, and how much equity do you leave in the business?)
 - Capacity (How much revenue do you do? What is your backlog?)

Resources:

BOOK: Managing By The Numbers: A Commonsense Guide To Understanding And Using Your Company's Financials: <u>Link</u>





- Experience Modification Rating (EMR)
 - Workers Compensation
 - Managed Care Organization
 - Third Party Administrator

Most common:

NCCI - National Council on Compensation Insurance

Typically issued in advance of expiration date

Can take a variety of formats, letter/certification Issued in relation to the median of 1.0.

Lagging indicator

If you are a NEW business, you may not have an EMR. Supply the OSHA 300 log and let your PQ Admin know.

Current policy coverage status: Active Coverage effective date: 11/13

Policy period	7/1/20 - 7/1/21	7/1/19 - 7/1/20
Published EM	0.99	0.99
ЕМ сар	NO	NO
Current EM	0.99	0.99
ЕМ сар	NO	NO
Rating plan	GRTRO	GRTRO
Discount programs	DFSP	DFSP

	EMR
Effective Rating Date	<u>Multiplier</u>
4/1/2019	.49
4/1/2018	.46

- OSHA 300/300A Forms
 - https://www.osha.gov/
 - https://www.osha.gov/recordkeeping/forms
 - For tracking actual injuries completed by firm



- References for bank, bonding agent, and insurance
 - Surety company (*NOT your broker or agent's name)
 - Aggregate bonding limit
 - Single-project bonding limit





• Sample Certificate of Insurance

								DATE (MI	M/DD/YYYY)
CORD" CEI	₹ Т	IFI	CATE OF L	AB	ILITY	INSUR	ANCE	[lec	sue Date]
S CERTIFICATE IS ISSUED AS A MATTE	D 0F	INFO	DMATION ONLY AND CONFI	DC NO	DICUTE LIDO	THE CERTIFIC	NATE HOLDED THE CED		
IRMATIVELY OR NEGATIVELY AMEND, E ISTITUTE A CONTRACT BETWEEN THE IS	XTEN	ID OR	ALTER THE COVERAGE AF	FORDE	BY THE POL	ICIES BELOW.	THIS CERTIFICATE OF INS		
ORTANT: If the certificate holder is an Al	ODITIO	DNAL	INSURED, the policy(ies) mu	st be en	dorsed. If SUB	ROGATION IS V	VAIVED, subject to the terr		
policy, certain policies may require an en	dorse	ment.	A statement on this certificate	e does n	ot confer rights	s to the certifica	te holder in lieu of such en	dorseme	nt(s).
UCER				CONTAC NAME:	T [Age	ent Contact Na	ime]		
[Name and addre	ess of	Insu	redj	PHONE (A/C, No,	Ext): [Age	ent Phone Nun	nber] FAX (A/C, No):		
				E-MAIL ADDRES	s: [Age	ent Email Addr	ess]		
							DING COVERAGE		NAIC #
· · · · · · · · · · · · · · · · · · ·				INSURER		rer's Name] & AN			ļ
ED [Name and addre	ess of	f Insu	red]	INSURER		rer's Name] & AN			ļ
•			•	INSURER		rer's Name] & AN			
				INSURER		rer's Name] & AN	I Best Rating		
ERAGES CERTIFICATE	NUM	BFR		INSURER		ISION NUMI	BFR:		
IS TO CERTIFY THAT THE POLICIES OF INSURANCE	LISTED	BELOV	V HAVE BEEN ISSUED TO THE INSUR	ED NAMED	ABOVE FOR THE	POLICY PERIOD IND	ICATED. NOTWITHSTANDING ANY	REQUIREM	ENT, TERM OR
ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF S	UCH PC	LICIES.	LIMITS SHOWN MAY HAVE BEEN RED	UCED BY	PAID CLAIMS.	POLICY EXP			
TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER		(MM/DD/YYYY)	(MM/DD/YYYY)	LIMIT		1 000 000
GENERAL LIABILITY	ŀ						Per Claim/Occ General Agg	\$ \$	1,000,000 2,000,000
COMMERCIAL GENERAL LIABILITY							Prod & Comp Opp Agg	\$	2.000,000
CLAIMS-MADE X OCCUR	×	×	[Policy #]		[Eff Date]	[Exp Date]	Personal & Adv. Injury	\$	1,000,000
9	ŀ		, . ,		,,	. ,,	Medical Expense	\$	5,000
AGGREGATE LIMIT APPLIES PER:							Fire Damage		
POLICY X PRO- JECT LOC									
AUTOMOBILE LIABILITY	ŀ						COMBINED SINGLE LIMIT BODILY INJURY (Per perso	\$	1,000,000
ANY AUTO ALL OWNED SCHEDULED	×	х	(Delieu 40		[Eff Date]		BODILY INJURY (Per accide		
AUTOS AUTOS	^	^	[Policy #]		[Ell Date]	[Exp Date]	PROPERTY DAMAGE		
HIRED AUTOS NON-OWNED AUTOS	ŀ								
UMBRELLA LIAB X OCCUR							Per Claim/Occ	\$	5,000,000
EXCESS LIAB CLAIMS-MADE	х	х	[Policy #]		[Eff Date]	[Exp Date]	Aggregate	\$	5,000,000
DED RETENTION \$									
WORKERS COMPENSATION	ŀ						X WC STATU- TORY LIMITS OTH	1-	
AND EMPLOYERS' LIABILITY ANY	ŀ						EL Each Accident	\$	500,000
PROPRIETOR/PARTNER/EXECUTIVE N OFFICER/MEMBER EXCLUDED?	N/A	Х	[Policy #]		[Eff Date]	[Exp Date]	EL Disease Policy Limit EL Disease Fach Accident	\$. s	500,000 500,000
(Mandatory in NH) If yes, describe under	İ						EL Discuse Edul Accident	•	500,000
DESCRIPTION OF OPERATIONS below		Ш	ID-li#I		IE# D=4 - 3	(Cua Data)	# 4 000 000 1 1		
Professional Liability Insurance [Retro Date:]		х	[Policy #] If coverage required by contra	act	[Eff Date]	[Exp Date]	\$1,000,000 per claim \$1,000,000 annual Ac	gregate	
		\vdash			IE# D+4-3	(Cua Data)		,	
Pollution Liability Insurance [Retro Date: 1 if	x	x	[Policy #] If coverage required by contra	act	[Eff Date]	[Exp Date]	\$5,000,000 per occurs \$5,000,000 annual ag		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES RE Work performed at the following project Name & Project #2

The following are named as additional insureds on any general liability, auto liability, pollution liability, excess liability and umbrella liability insurance policies represented on this certificate: (i) the Construction Manager is a joint venture or members if it is an LLCJ, (ii) Owner, (iii) both Owner and Construction Manager or of officers, directors and employees, (iv) any person or entity requested by Construction Manager or Owner and (v) and any other person or entity required to be added as an additional insured by the Contract Documents. On all policies, regardless of type, a waiver of subrogation has been issued on behalf of (i) the Construction Manager is dit by a transfer of construction Manager is a joint venture or members if it is an LLCJ, (ii) Owner, (iii) both Owner and Construction Manager is officers, directors and employees, (iv) any person or entity requested by Construction Manager or Owner and (v) and any other person or entity required to be added as an additional insured by the Contract Documents.

ERTIFICATE HOLDER	CANCELLATION
Gilbane Building Company 950 Main Avenue, Suite 1410 Cleveland, OH 44113	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

© 1988-2010 ACORD CORPORATION. All rights reserved. ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

AUTHORIZED REPRESENTATIVE [Signed by Authorized Rep]

20

- Project details (two current and two significant projects)
 - Name
 - Location
 - Contract With
 - Contract Amount
 - Scope of Work
 - Date Completed
 - Reference Contact
 - Reference Email



Risk Mitigation Plans

Insurance

 Need to carry limits as shown, included additional premiums in bid if necessary

• EMR

- Connect with Gilbane Safety if EMR over 1.00 to review company and project specific plans
- Group ratings; other options

Bonding

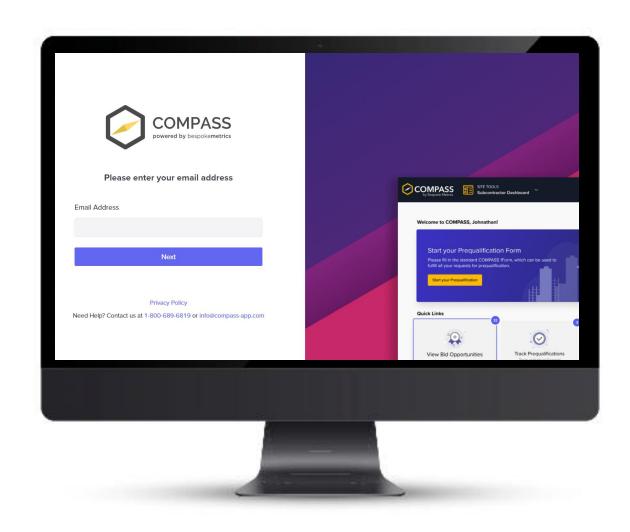
- When and Why
- Bid Bond vs Payment & Performance Bond
- Insurance session to cover in detail





How Often Should You Prequalify?

- Best practice:
 - Check your information before every bid event
- Minimum requirement:
 - Annually: To reassess status and realign for opportunities
 - Timing: Based on fiscal year end of financials + 17 months
 - Typical end of calendar year = May expiration



Resources

- Gilbane:
 - Presenters / Champions / Mentors / PQ Admins
- Locally:
 - Small business resources
 We can help connect if needed!

Questions on your PQ Status?

> Ask your champion to connect you with a risk manager for a discussion.





Mock Prequalification

Prequalify on

https://compass-app.com/auth/login



The Subcontractor Experience





Register / Outreach



Data Submission



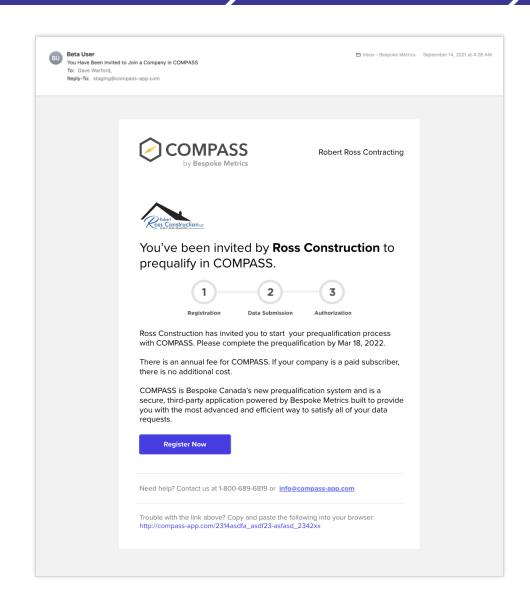
Financial Authorization



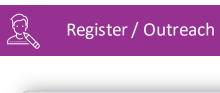


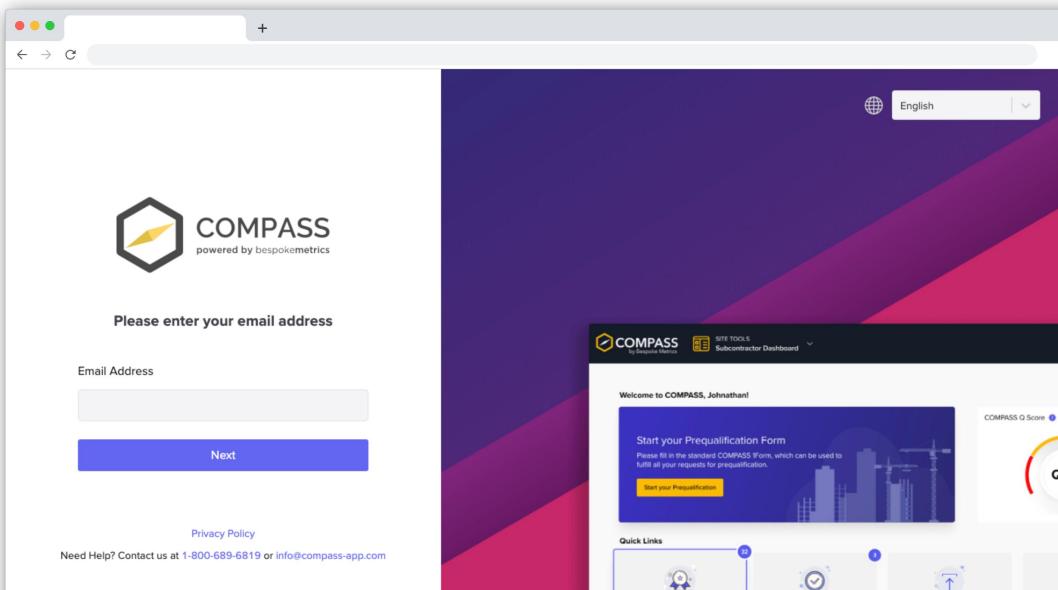
Financial Authorization





Q2.1







Register / Outreach

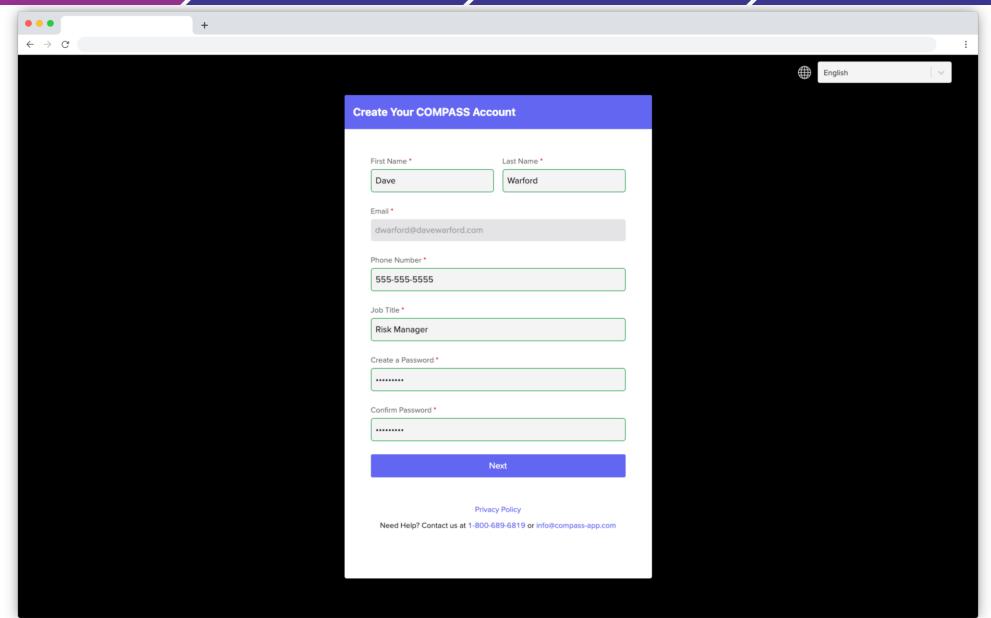


Data Submission



Financial Authorization







Register / Outreach

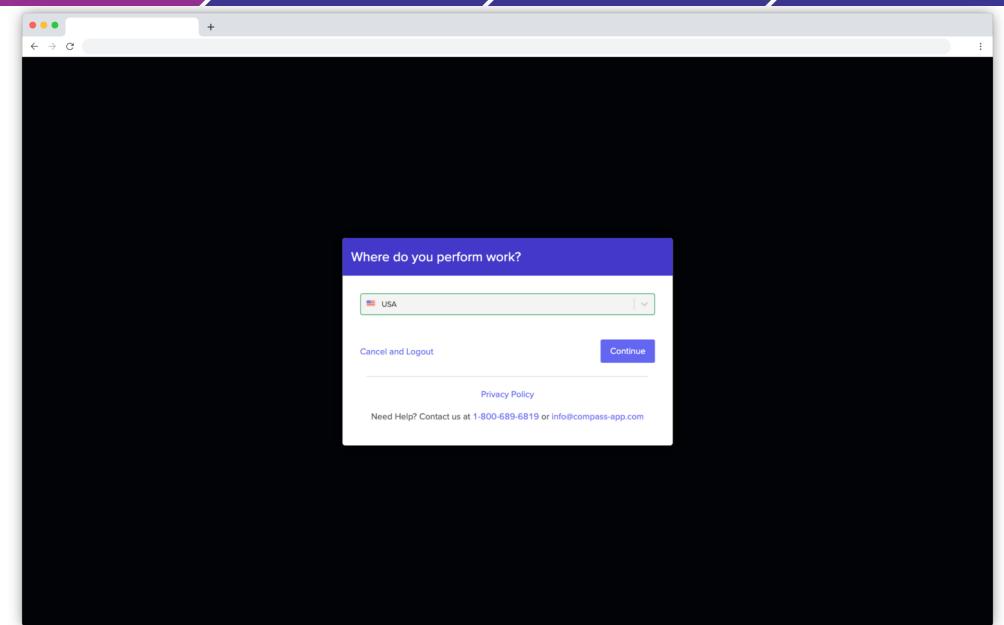


Data Submission

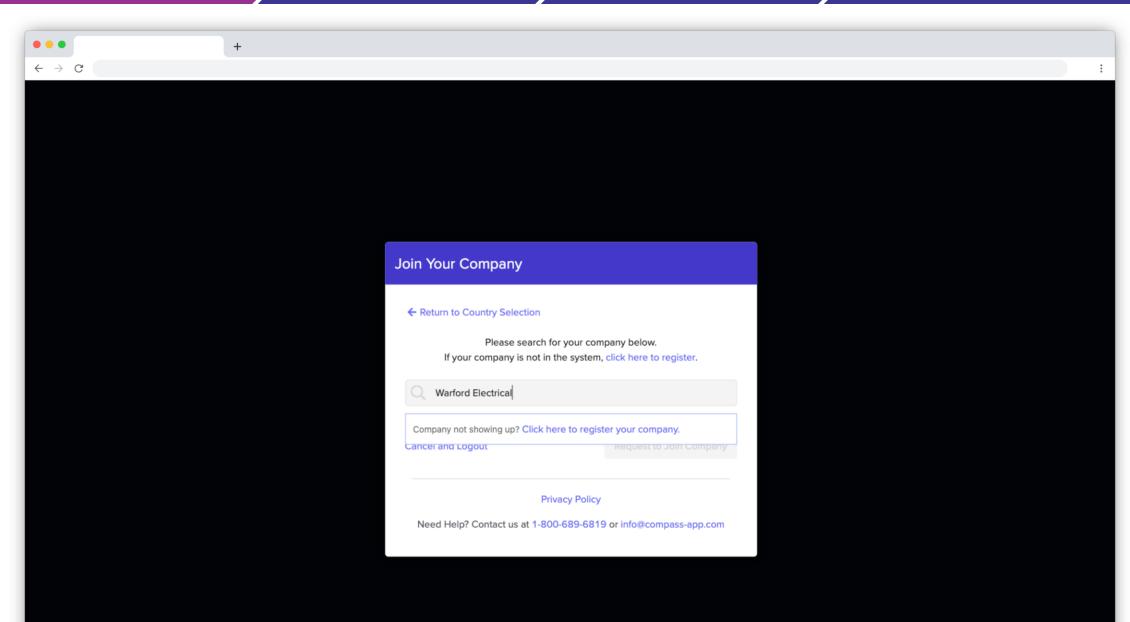


Financial Authorization





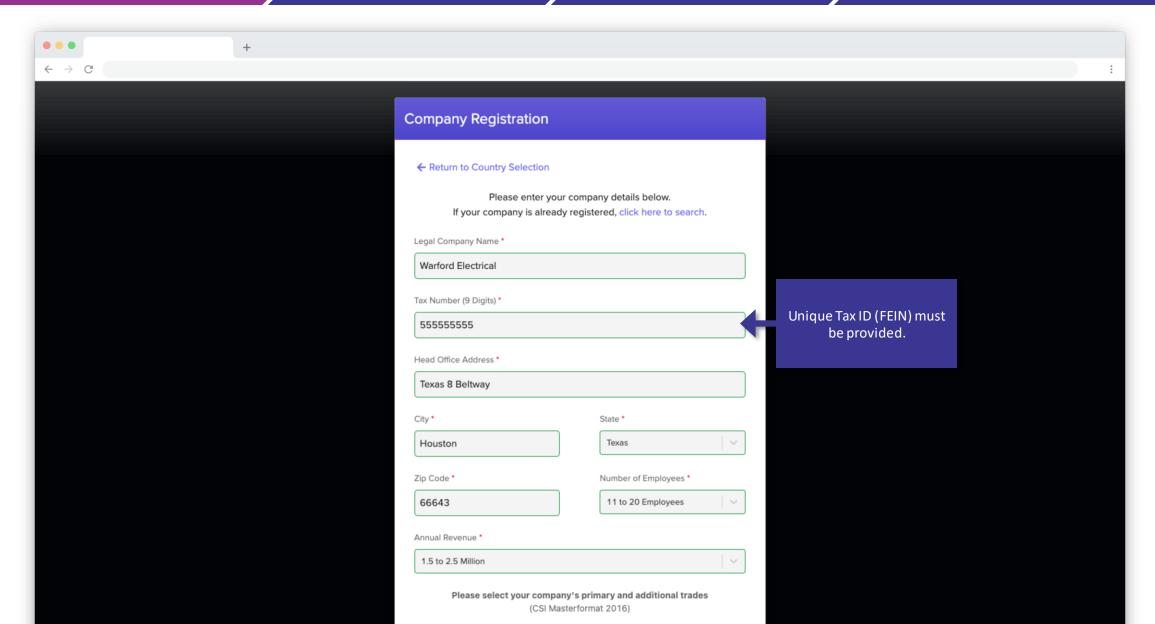






Financial Authorization







Register / Outreach



Data Submission

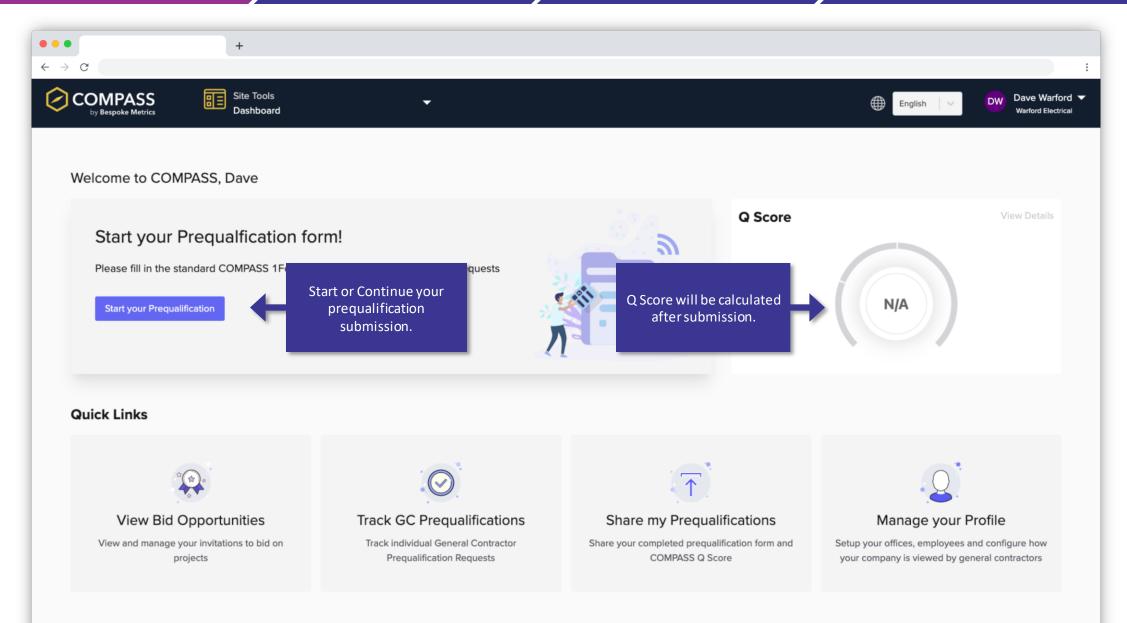


Financial Authorization



55555555		
ead Office Address *		
Texas 8 Beltway		
ity *	State *	
Houston	Texas	
ip Code *	Number of Employees *	
66643	11 to 20 Employees	
nnual Revenue *		
1.5 to 2.5 Million	~	
03 00 Concrete	\ \	
	50 Cast Decks and Underlayment x X	
Add Additional Trade I have read and agree with t	the COMPASS Terms and Agreements.	
Thave read and agree with		
Cancel and Logout	Create My Company	
	Create My Company	







Register / Outreach

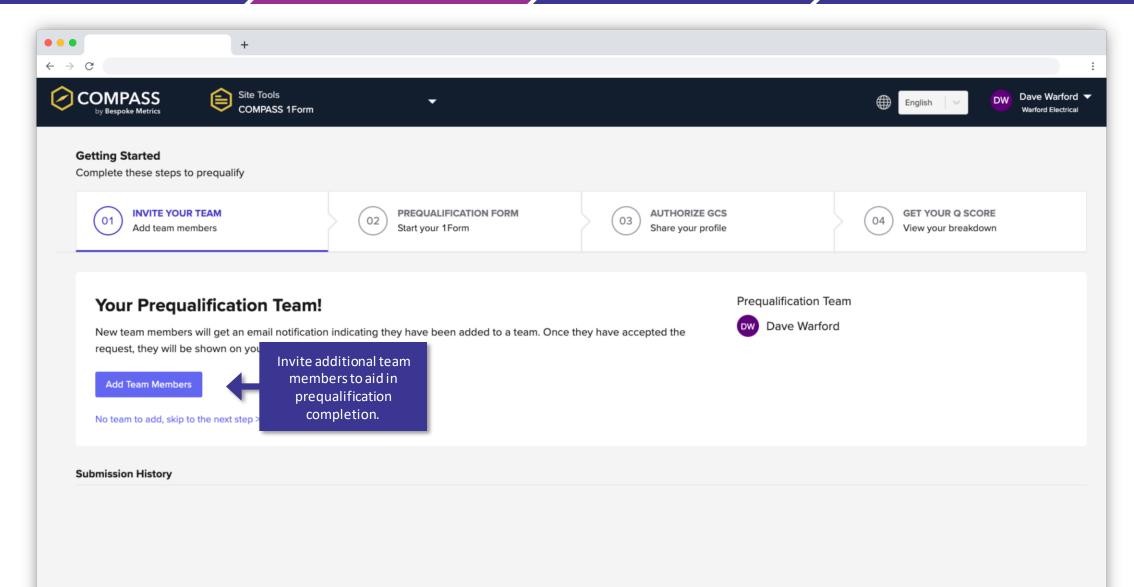


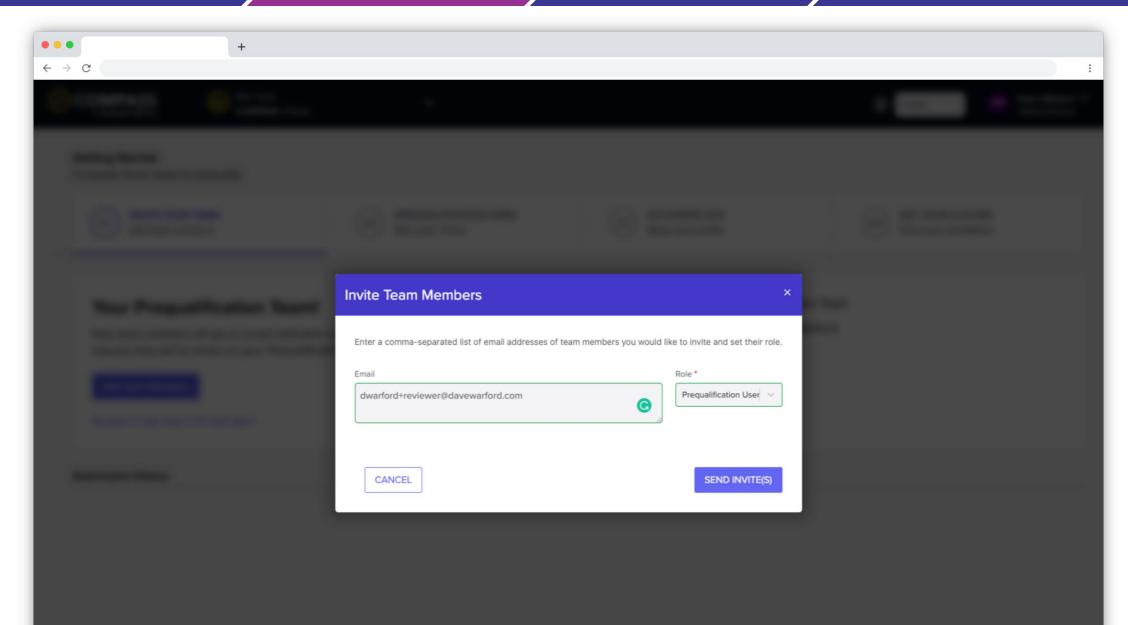
Data Submission



Financial Authorization









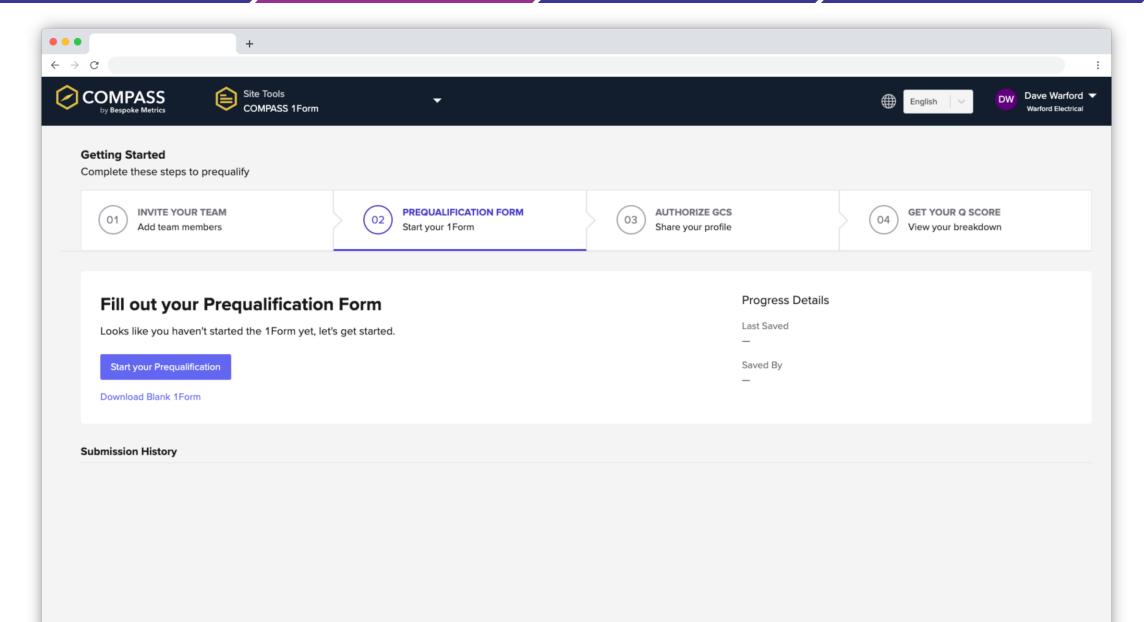


Data Submission

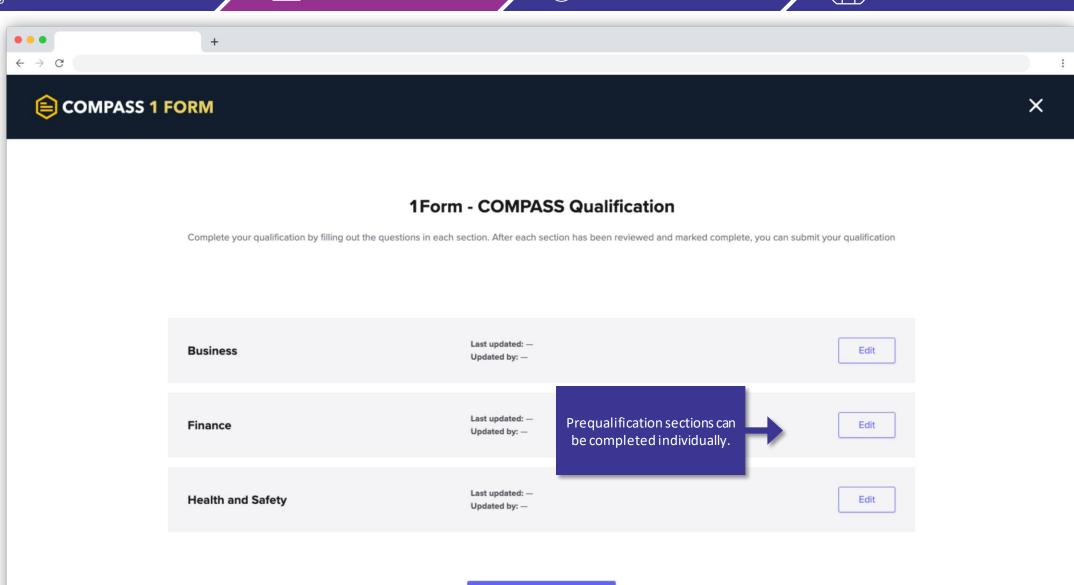


Financial Authorization





==



Submit



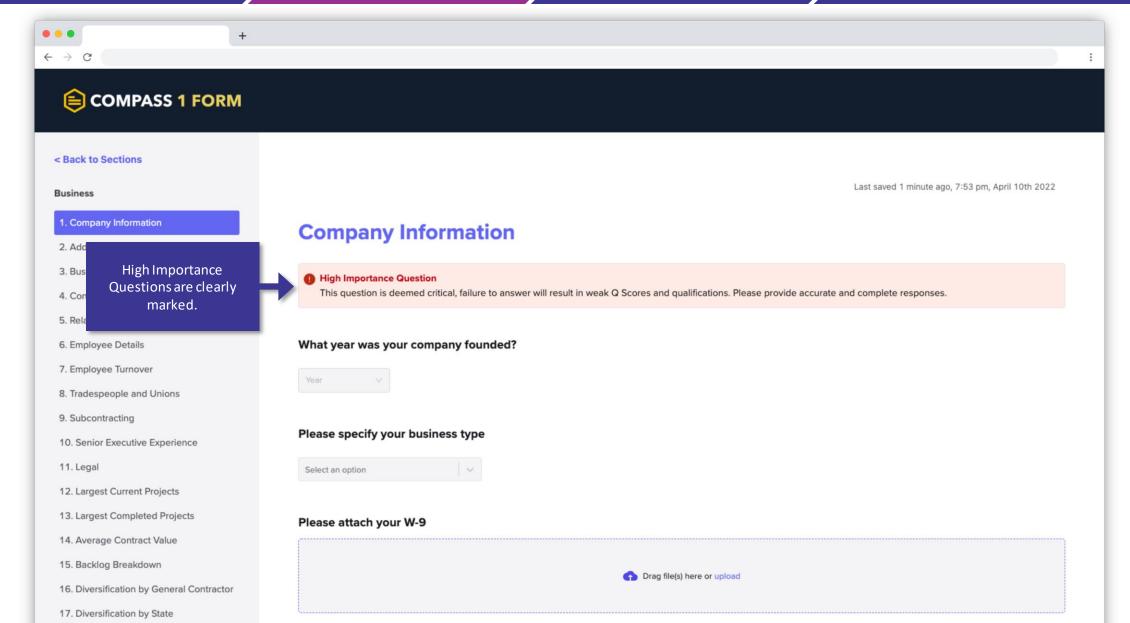


Data Submission



Financial Authorization







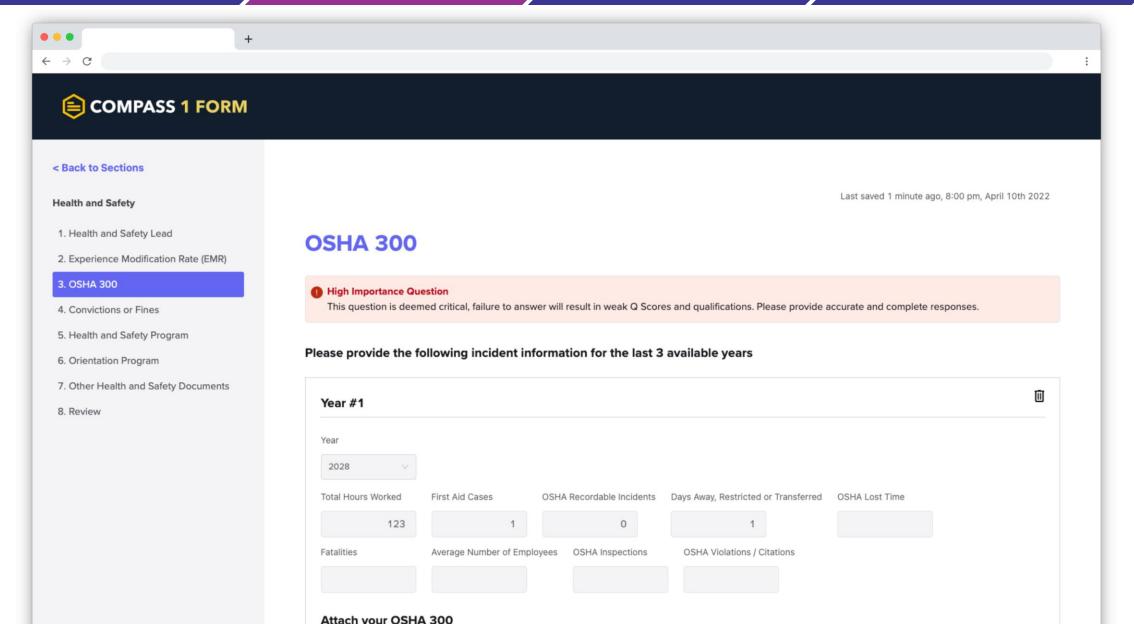


Data Submission



Financial Authorization







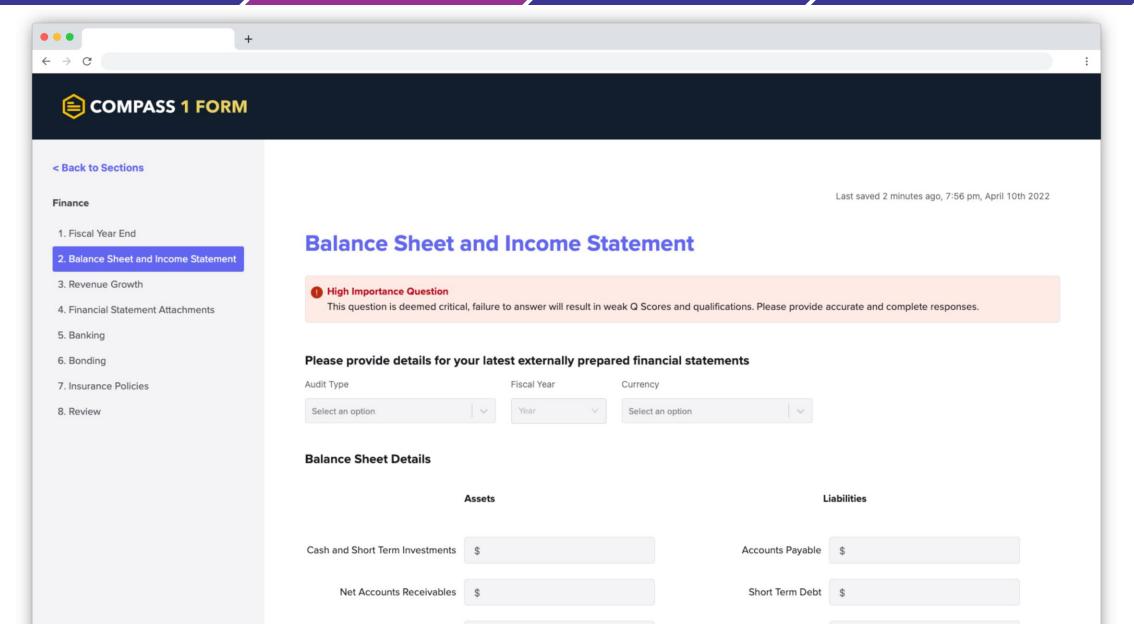


Data Submission



Financial Authorization

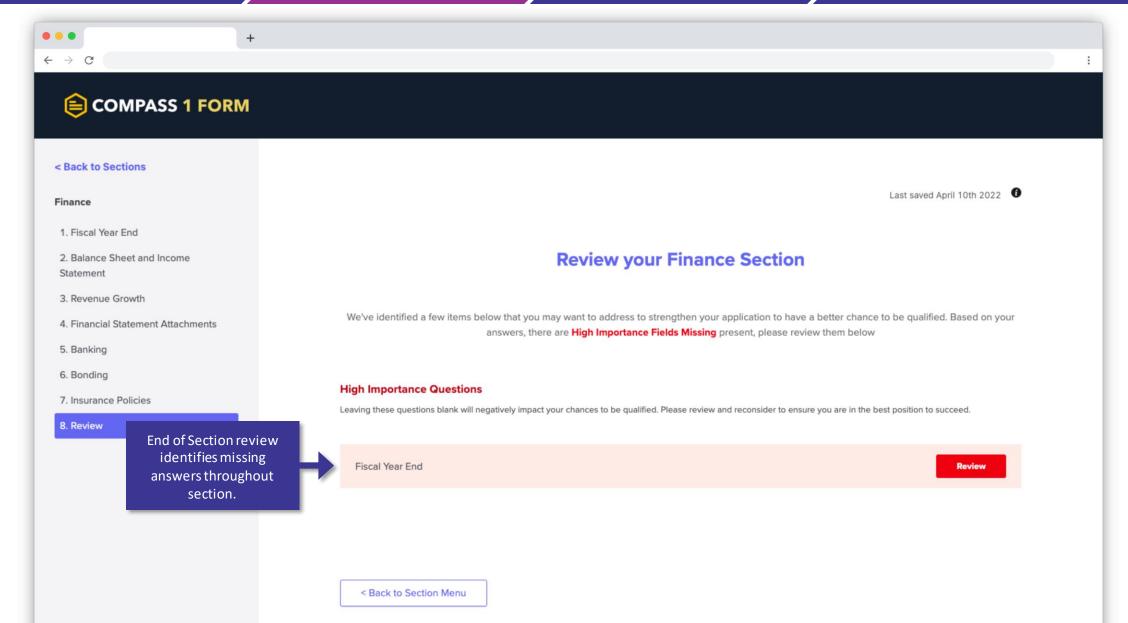






Financial Authorization







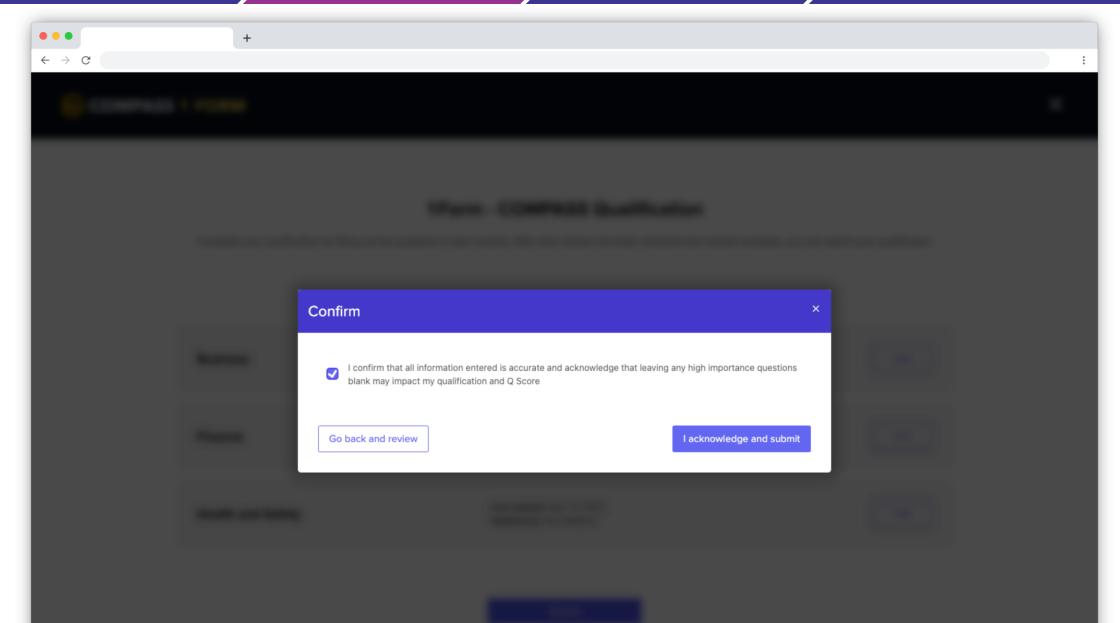


Data Submission



Financial Authorization









Thank You For Your Submission!

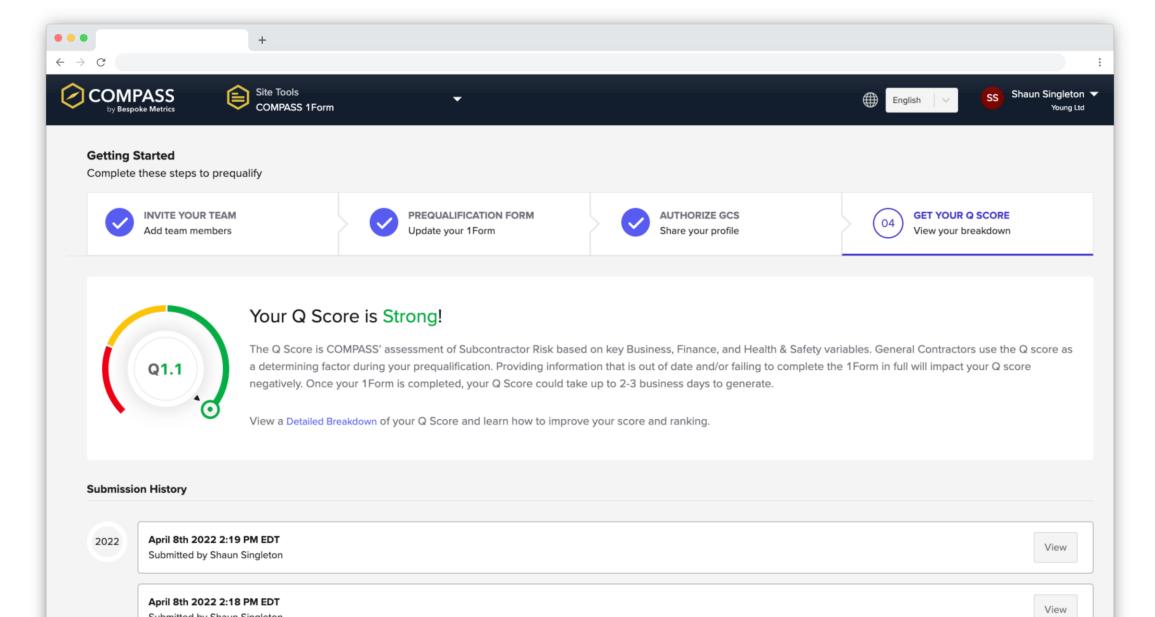
Select which companies can view your financial data

GENERAL CONTRACTOR	ACCESS TO FINANCIAL	
Gilbane		Full control over access to Financial statements and information.
History Contracting Ltd.		
Top Site Contracting		
TTR Builders		
Valdez-Jones		



Financial Authorization















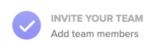
Data Submission



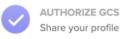
Financial Authorization



Q Score / Analytics











Your Q Score is Strong!

The Q Score is COMPASS' assessment of Subcontractor Risk based on key Business, Finance, and Health & Safety variables. General Contractors use the Q score as a determining factor during your prequalification. Providing information that is out of date and/or failing to complete the 1Form in full will impact your Q score negatively. Once your 1Form is completed, your Q Score could take up to 2-3 business days to generate.

View a Detailed Breakdown of your Q Score and learn how to improve your score and ranking.

Submission History

2022

April 8th 2022 2:19 PM EDT Submitted by Shaun Singleton View

Full Submission history available for viewing and download.

pril 8th 2022 2:18 PM EDT submitted by Shaun Singleton

View

April 8th 2022 2:18 PM EDT

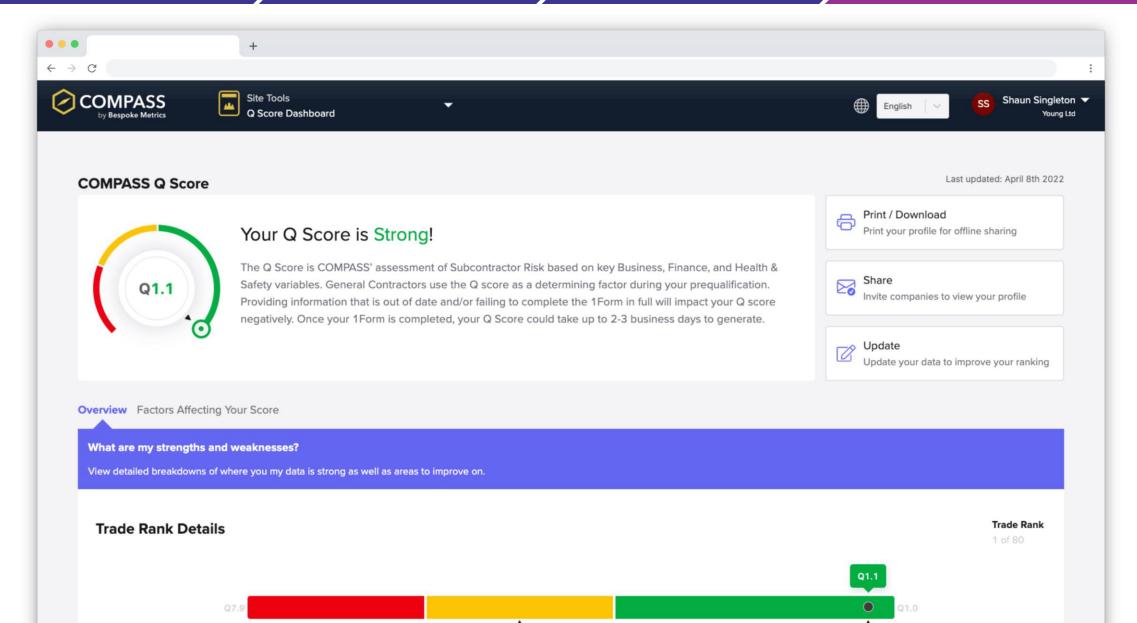
Submitted by Shaun Singleton

View



Financial Authorization





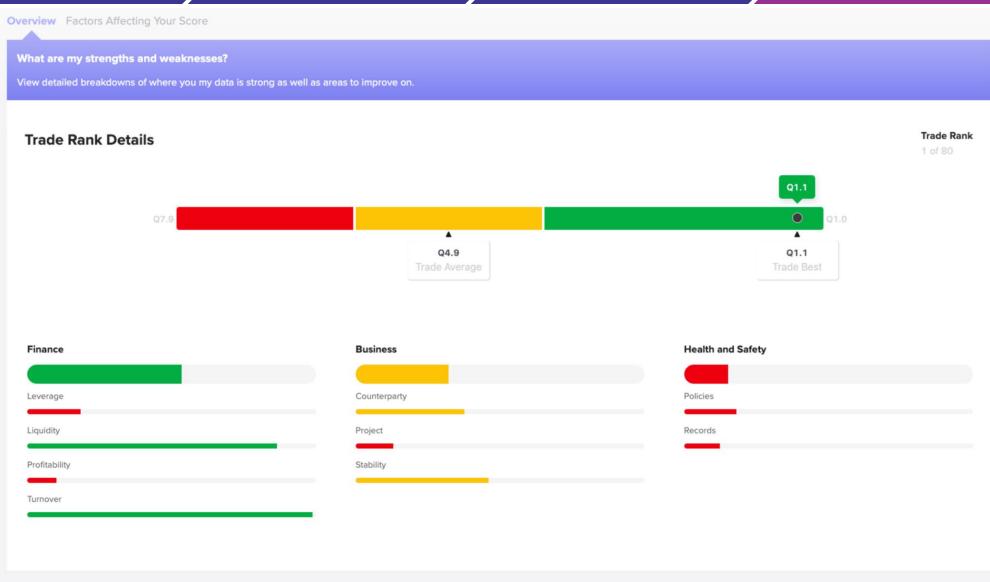


Data Submission



Financial Authorization





COMPASS Q Score

Last updated: April 8th 202



Register / Outreach



Data Submission



Financial Authorization



Q Score / Analytics



Snare

Invite companies to view your profile



Update

Update your data to improve your ranking



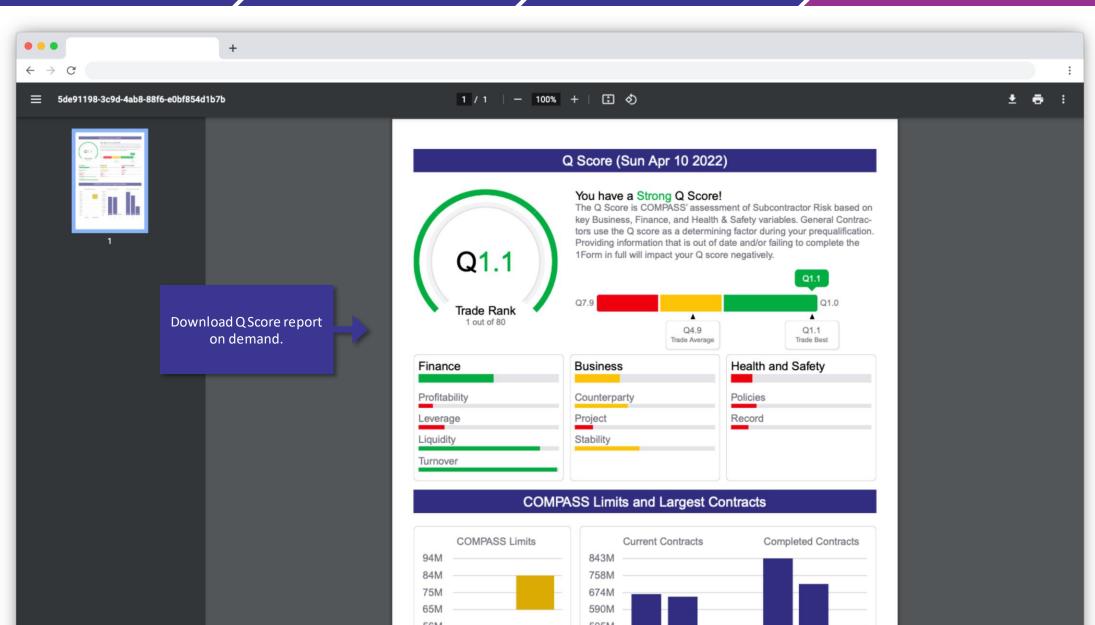
Safety variables. General Contractors use the Q score as a determining factor during your prequalification. Providing information that is out of date and/or failing to complete the 1Form in full will impact your Q score negatively. Once your 1Form is completed, your Q Score could take up to 2-3 business days to generate.

Overview Factors Affecting Your Score

What's affecting my Q Score?

It's important to understand the factors that contribute to your Q score. In the section below, you can see what goes into your score, and determine if you'd like to update your prequalification form in an effort to improve.

Business	Finance	Health	
Missing Values			
- Backlog Breakdown - Current Backlog	- Balance Sheet and Income Statement - Revenue - Balance Sheet and Income Statement - Net Income - Balance Sheet and Income Statement - Earnings Before Tax - Balance Sheet and Income Statement - Net Interest Expense	- OSHA 300 - Number of hours worked	
Unverified Values			
- Company Information - W9 Letter - Company Information - Incorporation Letter	- Financial Statement Attachments - Balance Sheet - Financial Statement Attachments - Income Statement	- EMR - EMR Letter	
Invalid Values			
- Backlog Breakdown - Current Backlog	- Balance Sheet and Income Statement - Revenue - Balance Sheet and Income Statement - Net Income - Balance Sheet and Income Statement - Earnings Before Tax - Balance Sheet and Income Statement - Net Interest Expense	- OSHA 300 - Recordable Incidents and Hours Worked for Last 3 Years	
Missing Attachments			
- Average Contract Value - Year 1 - Average Contract Value - Year 2 - Diversification by General Contractor	- Banking - Line of Credit: Total Capacity - Banking - Line of Credit: Amount Drawn	- EMR - EMR Rates	







Questions?



Thank you!

