# VENDOR QUALIFICATION CRITERIA

**All non-employees working on Accenture assignments must engage through our preferred independent workforce specialist, MBO Partners.**

Accenture has established the qualification criteria below for non-employees wishing to engage as vendors (a.k.a. contractors, ICs, freelancers, 1099s, corp-to-corps, etc.).

## Requirement 1: Questionnaire and Documentation

MBO will direct you to an online questionnaire about your business and collect supporting documentation to validate your responses. Some examples of characteristics MBO evaluates include whether your business:

- has established a legal entity
- expects to complete the project without Accenture's supervision, training, direction, control, or resources
- has delivered similar services to other clients within last 12 months
- markets its services
- has a defined Statement of Work for its Accenture project with clearly defined deliverables and timeframes
- has made a significant financial investment in itself
- is at risk of reduced payment or non-payment if Accenture does not accept its work
- has paid employees and S corp owners as required by the IRS

## Requirement 2: Business Insurance Coverage

You must submit a Certificate of Insurance representing coverage that meets appropriate levels. **Standard Accenture levels are below, but these may vary based on end-client requirements**. List MBO Partners as a certificate holder and include a 30-day notice of cancellation.

If you do not currently hold insurances at the appropriate levels, do not purchase them until MBO has confirmed that you meet all the terms of Requirement 1. MBO will advise you once you can proceed.

**Required Insurance and Level**

Commercial General Liability (1) (2)
$1,000,000 per occurrence, $1,000,000 aggregate

Automobile Liability (1) (2)
$1,000,000 per occurrence

Workers' Compensation (1)
Statutory limits, with Employer's Liability of $1,000,000 per accident/illness, $1,000,000 aggregate

Umbrella / Excess Liability
$3,000,000

Professional Liability (Errors and Omissions)
$1,000,000

(1) Waiver of Subrogation required
(2) Blanket Additional Insured required

## Achieving Qualification

MBO reviews your questionnaire responses and validates your supporting documentation and insurance coverage. Businesses that meet most, but not all, of the requirements above may still qualify to engage as vendors if their overall business characteristics indicate vendor qualification. If your business does not meet these criteria, MBO offers other engagement alternatives through which you may work.

**NOTE:** This qualification process applies to all subcontractors of your business who work on Accenture projects.

If you have any questions about these criteria or how to engage on a contract with Accenture, please direct them to your MBO representative during your consultation call.

accenture