Vendor Qualification Criteria

All non-employees working on Cushman & Wakefield assignments must engage through our preferred independent workforce specialist, MBO Partners.

Cushman & Wakefield 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 Cushman & Wakefield'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 Cushman & Wakefield 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 Cushman & Wakefield 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 the levels below. List MBO Partners as a certificate holder and include a 30-day notice of cancellation.

If you do not currently maintain these coverages, do not purchase them until MBO has advised you on how to proceed.

Required Insurance and Level

Commercial General Liability [(1)]
$1M per occurrence
$2M aggregate

Workers' Compensation
Statutory limits, or as required by state law

Employer's Liability
$1M each employee

Professional Liability (Errors and Omissions)
$2M per claim

Excess Liability Coverage
$5M per occurrence
$5M aggregate

Commercial Automobile Liability
$1M per occurrence

Crime / Fidelity
$1M per occurrence or per loss to 3rd parties

Cyber Liability Coverage
$2M

(1) 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 Cushman & Wakefield projects.

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