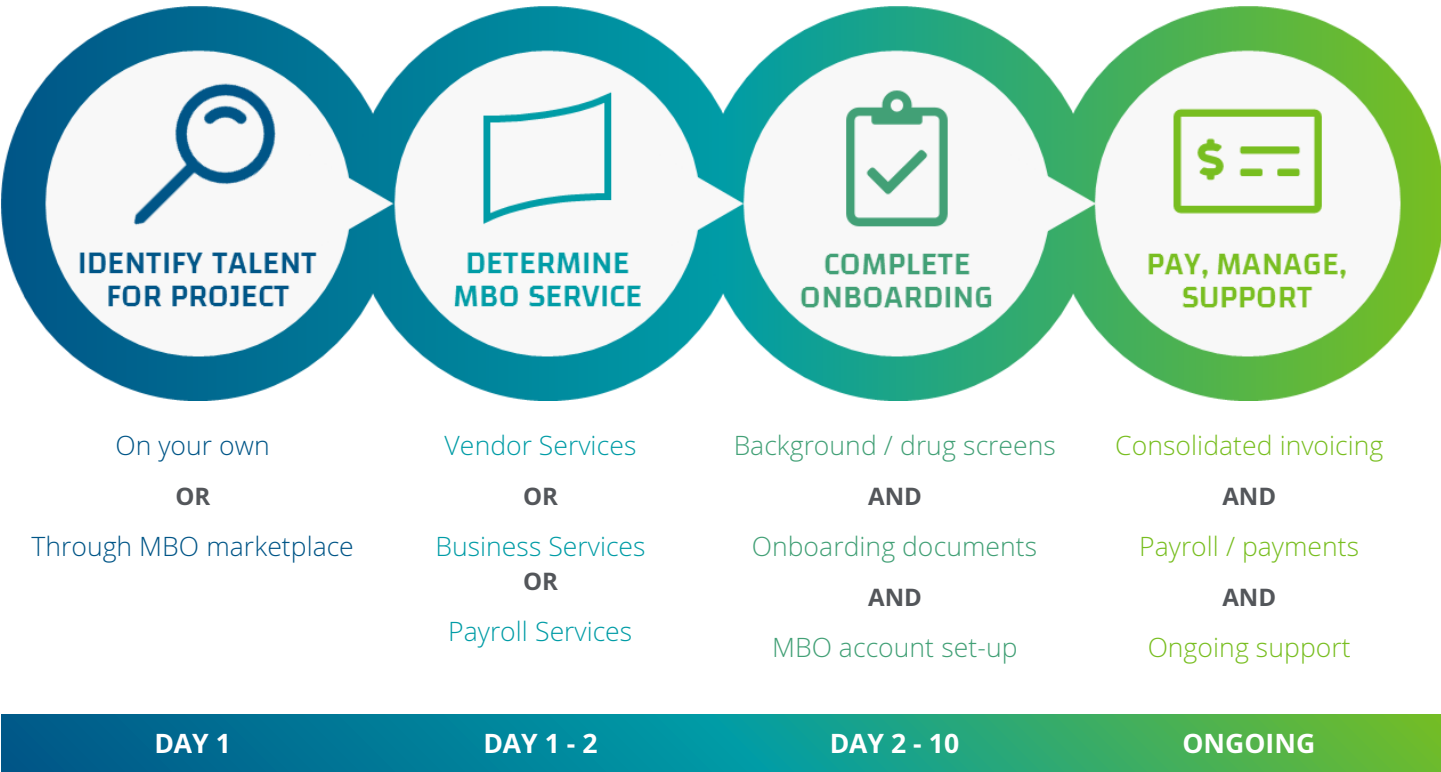


MBO Partners / SAIC

Engagement Lifecycle Process Summary

MBO Partners, through our comprehensive independent workforce solution supports SAIC throughout an independent’s entire engagement lifecycle. This document details our four key process areas: finding the right independent talent, determining the best way for them to engage, helping them complete their onboarding requirements, and handling all ongoing financial administration and support.



** Timing expectations above are approximate and may vary due to the worker’s responsiveness to MBO’s onboarding instructions and the selected engagement service.*

Background / drug screenings and other SAIC-specific requirements also factor into overall onboarding timing.

The sections that follow provide step-by-step explanations of each area of the engagement cycle.



COMPLETED BY
SAIC MANAGERS

TALENT SOURCING AND REFERRAL

► **Note:** MBO provides our engagement services for independent professionals whom SAIC managers identify internally and refer to us.

1. Source the right independent worker for your project directly (i.e., outside of the SAIC staffing network/process). Examples of how to direct source workers include:
 - On your own, using independent workers you know and trust.
 - Using the MBO marketplace, through which clients create an easy-access community of proven independent talent.
2. Refer the worker to MBO by completing the TSR in Fieldglass. The request will route automatically to MBO, which will begin the onboarding process.

The day you refer the worker to MBO is considered **Day 1** of the engagement process summarized in the sections that follow.



COMPLETED BY
MBO

MBO ENGAGEMENT SERVICE DETERMINATION

► **Note:** Because no two independent workers are alike, MBO offers three services—**Vendor Services**, **Business Services**, and **Payroll Services**—to ensure an engagement experience ideally suited to each workers' unique characteristics.

1. MBO directs the worker to complete our proprietary online Engagement Questionnaire.
Timing: Day 1
2. MBO reviews the questionnaire responses and, if necessary, conducts a personal consultation with the worker to fill in gaps or clarify ambiguities.
Timing: Typically Day 1 or 2 (subject to the worker's responsiveness)
3. Based on the above, MBO determines the engagement service that best fits the worker's experience, preferences, business structure, and vendor qualification status.
Timing: Typically Day 1 or 2 (subject to the worker's responsiveness)



COMPLETED BY
**THE TALENT
YOU REFER**

ONBOARDING

► **Note:** MBO monitors each referral's progress in completing the onboarding steps and provides regular reminders to avoid delays.

1. MBO provides the worker a detailed list of onboarding steps that include SAIC-specific tasks (immediately below). Workers also complete qualification or business-related tasks (further below). In most cases, workers can complete both sets of tasks concurrently.
Timing: Immediately upon service determination
2. The worker undergoes a SAIC-required background check and/or drug screen.
Timing: Typically launched on Day 2 or 3 with results four to five days later
3. The worker completes appropriate SAIC-required onboarding documents.
Timing: Typically Day 2 or 3
4. The worker creates an account in the MBO system and signs the appropriate agreement with MBO.
Timing: Typically Day 2 or 3

Business-related tasks: Vendor Services

1. MBO instructs vendor candidates to send us business documentation (Articles of Incorporation, Form W-9, proof of other clients, marketing examples, etc.).
Timing: Typically begins on Day 2 and often takes two to four days; can occur concurrently with remaining onboarding steps
2. MBO evaluates the worker's business for vendor qualification, including business documentation review, insurance confirmation, and ensuring adherence to qualification criteria. Non-qualified workers engage through Business Services or are referred to an external payrolling provider.
Timing: Within one business day of receiving the business documentation

Business-related tasks: Business Services

1. If the worker already has a company, MBO requests and reviews supporting documentation (Articles of Incorporation, Form W-9, proof of other clients, marketing examples, etc.). Non-qualified workers are referred to an external payrolling provider.
Timing: Typically begins on Day 2 or 3 and often takes two to four days; can occur concurrently with remaining onboarding steps
2. If the worker does not have a company, MBO assists with establishing a new compliant business. This may include filing the business with state agencies, securing a Federal EIN number, and more.
Timing: Typically begins on Day 2 or 3 and often takes four to seven days; can happen concurrently with remaining onboarding steps



COMPLETED BY
MBO

ONGOING PAYMENTS, MANAGEMENT, AND SUPPORT

1. MBO confirms completion of all onboarding activities and notifies you that the MBO onboarding process is complete. (Note: SAIC may require the completion of additional non-MBO-related tasks before the project may begin.)
Timing: Within one business day of completion of the steps above
2. MBO provides the worker with detailed instructions for submitting hours, milestones, deliverables, and/or expenses.
Timing: Concurrent with step 1 above
3. MBO works with Allegis Global Solutions to coordinate the consolidation of and invoicing for approved time and expense submissions from the previous week.
Timing: Each Tuesday
4. As they work, MBO provides all SAIC independent workers their labor payments and reimburses SAIC-billable expenses.
Timing: See the grid below.
5. MBO monitors each business's adherence to appropriate eligibility requirements.
Timing: Ongoing throughout the entire engagement
6. MBO's experienced support professionals are standing by to answer workers' questions, resolve issues, notify workers of program changes or upcoming events, and provide guidance related to getting the most from their independent practices.
Timing: Ongoing throughout the entire engagement

PAYMENT TIMING EXPECTATION

Vendor Services or Business Services	After invoicing (step 3 above), SAIC pays MBO based on Net 15 terms. We then pay workers in the next weekly payroll cycle. As such, workers in these services receive their payments three weeks after a given work week. See the SAIC Payment Calendar for details.
Payroll Services	MBO pays workers engaged through Payroll Services on Fridays, two weeks after a given work week (or sooner if required by state law).