NORTH HIGHLAND

Vendor Qualification Criteria

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

North Highland 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 North Highland'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 North Highland 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 North Highland 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 hold insurances at these 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)
$2M per occurrence for bodily injury and property damage

Automobile Liability
$1M per accident covering all owned, hired, leased, assigned, and non-owned vehicles

Workers' Compensation (1)
Statutory limits, or as required by law

Employer's Liability
$1M per accident/disease

Professional Liability (Errors and Omissions)
$2M per claim covering damages because of injury or damages arising out of any act, error, or omission in the rendering of professional services

(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 <u>may</u> 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 North Highland projects.

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