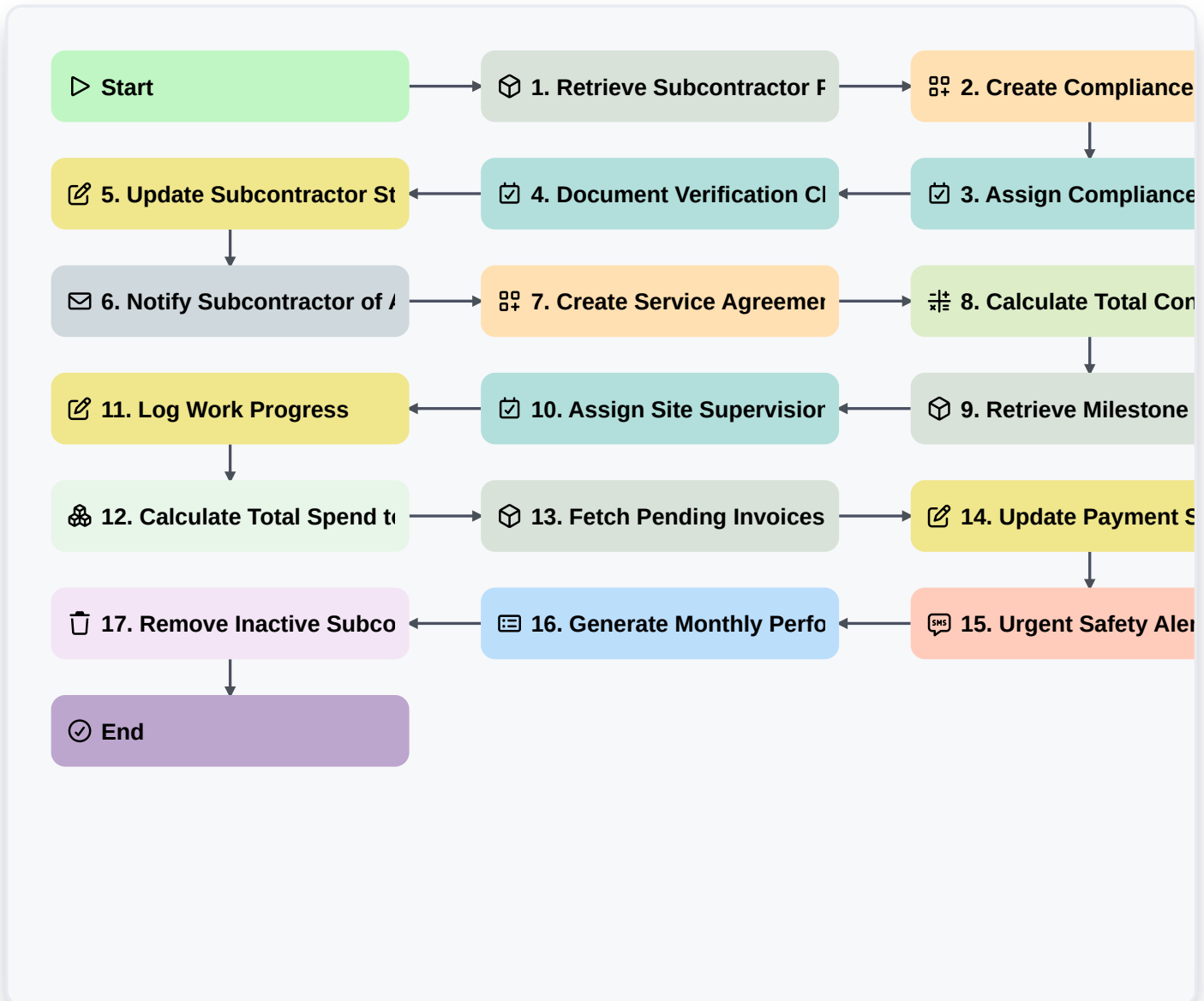


Subcontractor Management And Oversight Workflow



Start

Start of the Workflow/Process.

1. Retrieve Subcontractor Profile

Fetch existing subcontractor details from the Subcontractor Data Model (tax ID, contact info, insurance status).

2. Create Compliance Audit Entry

Generate a new entry in the Compliance Audit Data Model to initiate the vetting process.

3. Assign Compliance Review Task

Create a task for the Procurement Officer to review the submitted insurance and certification documents.

4. Document Verification Checklist

Standardized checklist within the Compliance Task: verify COI, W-9, and Safety Certifications.

5. Update Subcontractor Status

Update the 'Status' field in the Subcontractor Data Model to 'Approved' or 'Rejected' based on audit results.



6. Notify Subcontractor of Approval

Send an automated email to the subcontractor with their onboarding instructions and next steps.

7. Create Service Agreement/PO

Create a new entry in the Contracts Data Model representing the work order or purchase order.

8. Calculate Total Contract Value

Execute a formula: (Base Labor Cost + Material Costs + Contingency %) to determine the total budget.

9. Retrieve Milestone Deadlines

Fetch all scheduled milestones associated with the specific work order from the Schedule Data Model.

10. Assign Site Supervision Task

Create a task for the Project Manager to oversee the commencement of work on-site.

11. Log Work Progress

Update the 'Current Progress %' in the Work Order Data Model based on completed milestones.

12. Calculate Total Spend to Date

Aggregate all 'Invoice Amount' entries linked to this Subcontractor to track budget consumption.

13. Fetch Pending Invoices

Retrieve all entries from the Invoicing Data Model that are marked as 'Unpaid' for this subcontractor.

14. Update Payment Status

Update the invoice entry status to 'Processed' once payment authorization is complete.

15. Urgent Safety Alert SMS

Send an SMS notification to the subcontractor lead in case of an urgent site safety violation or change.

16. Generate Monthly Performance Report

Create a report aggregating subcontractor KPIs, including safety incidents, timeliness, and quality scores.

17. Remove Inactive Subcontractor Records

Delete temporary/draft subcontractor entries that were not completed during the onboarding phase.

End

End of the Workflow/Process.