

Prime Supplier Requirements for Reporting Subcontracting

Goal: To accurately report subcontracting spend with certified diverse suppliers (subcontractors) and ensure all back up data to support these results are maintained

Subcontracting Guidelines:

- All subcontracting work must be directly performed for or on behalf of PG&E
- All diverse subcontractors must be certified with the CPUC Clearinghouse in order to be included in PG&E results
- All subcontracting work must reflect actual payments made to diverse suppliers, net any credits, voids, estimates, supplier discounts, payment discounts etc.
- Primes must make their best effort to report subcontracting in the year the work was performed and/or when payment was received from PG&E

A Prime Supplier's subcontracting can be audited at any time. The following documentation must be available should an audit be conducted.

- Contract or Purchase Order between the Prime Supplier and the Subcontractor
- All invoices to the Prime Supplier from the Subcontractor for work performed for or on behalf of PG&E
- All payments documentation (checks or EFT payment summaries or transaction documents that show actual payment) to the Subcontractor from the Prime Supplier for the work performed for or on behalf of PG&E
- The auditor must be able to link the contract to the invoice to the actual payment. Invoice and payment amounts must match reported spend.
- Documentation must be retained for a minimum of three years
- Data should be made easily available