



Qualification Requirements

All subcontractors are required to meet the prequalification/qualification requirements listed below.

You may already be qualified. If you have recently submitted the information listed below, please contact the Risk Management Department at prequal@shawmut.com or 617.622.7070 to confirm your status.

If you have not already, you will receive an email with a link from prequal@shawmut.com which will bring you to an attachment where you will access our Partner Qualification system. This is very important and must be completed by all subcontractors who would like to work with Shawmut. Failure to provide this information could result in the withholding of payment. Please take a few minutes to fill out the form and submit it through the link provided.

Shawmut respects and appreciates the confidential nature of the materials and as such all information will be handled with the utmost care to ensure security and only our Risk Management staff and a limited number of executives will have access to it.

Please send the following files directly to our Risk Management Department at prequal@shawmut.com:

- Letter from your surety company with per project and per aggregate bonding capacity
- The two most recent years of audited financial statements
- Letter from your insurance agent or NCCI with your past 3 years experience modification rating (EMR)
- Copies of your most recent safety manual/program and/or quality assurance/quality control program
- A sample insurance certificate
- Correspondence pertaining to your line of credit i.e., banking institution, amount of line of credit, and outstanding borrowings as of the date of the correspondence.

If you have any questions regarding this requirement or have not received an email requesting the required information, please visit our website at http://www.shawmut.com/our_partners/index.cfm or contact Risk Management at 617.622.7070.