SUBCONTRACTOR COMPLIANCE CHECKLIST

APPENDIX D — YOUR ROADMAP TO WORKING WITH RED FEATHER

Print this page • Check off each item • Keep it with your project files

1 BEFORE ANY WORK BEGINS

One time — to join the subcontractor pool

- ☐ Sign the Master Subcontractor Service Agreement
- ☐ Provide a completed IRS Form W-9
- ☐ Provide proof of required insurance (with required limits and endorsements)
- ☐ Provide business license, contractor registration & trade certifications, as applicable
- ☐ Provide tribal business, tax & employment documents for work on tribal lands (Appendices E–I)
- ☐ Submit Conflict of Interest Disclosure (Appendix C)
- ☐ Submit Non-Debarment Certification, if required by funding source (Appendix B)
- ☐ Submit Direct Deposit Authorization, if requesting ACH payment (Appendix A)

2 FOR EACH PROJECT

Repeat for every task order

- ☐ Conduct the required site visit (with "before" photos)
- ☐ Submit a written scope of work and itemized estimate
- ☐ Provide required photo documentation (before, during if applicable, and after)
- ☐ Receive Red Feather approval and Notice to Proceed BEFORE starting work
- ☐ Complete work according to the approved scope and schedule
- ☐ Submit a final invoice with required details and photos

3 ONGOING COMPLIANCE

Throughout the agreement term

- ☐ Maintain current licenses and insurance
- ☐ Comply with tribal business, tax & employment requirements for work on tribal lands
- ☐ Maintain required records for the contract retention period (at least 5 years)
- ☐ Respond promptly to any inspection, correction, or audit requests

KEEP CURRENT: Contact info, insurance, licenses, W-9, direct deposit & conflict disclosures must stay up to date. Outdated information may result in delays, penalties, or contract termination.

Questions or ready to submit your documents?

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