



To All CBEs interested in participating on the ITSA Contract:

Thank you for participating in the Subcontractor Agreement and Peopleclick Training sessions.

Your feedback is invaluable to this process, and we thank you all for your questions and feedback provided. A number of suggestions have been incorporated into the Final Subcontractor Agreement posted online (<http://itsa.ostglobal.com>), and we have posted the answers to all questions submitted before the October 14th 10am deadline in the Q&A section

Following the posting of the final Subcontractor Agreement online at <http://itsa.ostglobal.com>, OST will host dedicated “office hours” on Thursday-Saturday, 10/16-18 to execute the Subcontractor Agreement.

Office hours will be held:

Saturday, October 18, 9 AM – 12 PM: OST Headquarters, 2001 M St, NW (Phone 202-467-7676); directions: <http://ostglobal.com/content/aboutus/drivingdirections.htm>

During these office hours, CBEs can:

Fill-in and sign 2 copies of the Subcontractor Agreement (copies to be provided) or bring 2 signed copies for counter-signature

- Subcontractor Agreement requires legal name of your firm, address, phone number, and tax ID.
- Provide copies of:
 - Office of Tax & Revenue certificate of good standing
 - Insurance
 - Commercial Liability \$1M
 - Auto Liability \$1M
 - Workers Comp
 - Umbrella Excess Liability \$5M
 - E&O \$1M
- Must be submitted no later than November 3rd to remain in active status in ITSA Subcontractor Network.
- . Log-in/user ID information for Peopleclick will be e-mailed to you after completion

If you are unable to attend the office hours next week, you may forward the Subcontractor Agreement, OTR certificate of good standing, and proof of insurance by:

- Faxing both documents to the attention of “ITSA Support Project Team” at (202) 466-8088
- Emailing scanned copies of all both documents to itsa-support@ostglobal.com.
- OST will return a counter-signed scanned copy of the Subcontractor Agreement to you by email.

We look forward to a strong working relationship.

Thanks,
ITSA-Support Project Team