

Add a subcontractor (as a Prime contractor)

1. Login to the [Project Workforce System](#).
2. Click **Project** title name.

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Committed Project Workforce - Contractor Portal

Projects for: *Popehn Construction*

Filter on project name Filter on status Active Completed

Proj Nbr	Project ↑	PDF	Female	BIPOC	Total	% Female	Female Goal	% BIPOC	BIPOC Goal	WEP hours	DOCCR hours	Contractors Submitted
9718	Clomon Estate Renovations		2	3	4	60	21	80	32	60	0	4 2
01 James Bedroom Complete	James Bedroom Complete		3	7	8	18	20	52	32	120	80	6 2
3245	Ken test project		2	2	3	62	20	66	32	45	0	3 1
545454	Linden Hills Library		0	0	1	0	20	0	32	0	0	2 1
8675309	Popehn Test 2		1	2	3	9	20	48	32	0	0	1 1

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3. Click **Add Contractor to project** to start adding your subcontractors. Do not add material suppliers, only subcontractors that be paid prevailing wage.

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Linden Hills Library

Female:
Participation goal: **20%**
Projected participation: **0%**

BIPOC:
Participation goal: **32**
Projected participation: **0**

WEP:
Hours goal:

DOCCR Productive Day:
Hours goal:

Filter on contractor name

Add Contractor to project

★ is the prime contractor

4. Start typing in your subcontractor's name in the **Contractor** field, then select their name from the drop-down.

The screenshot shows a modal window titled "Add Contractor to project". At the top right is a close button (X). Below the title is a form with two main sections. The first section is labeled "Contractor *" and contains a text input field with the value "TestingSubContractor1" and a plus sign icon to its right. The second section is labeled "Choose a contact e-Mail *" and contains a dropdown menu that is currently empty. At the bottom right of the modal are two buttons: "Save Changes" and "Close".

NOTE: If the name does not appear, contact your Hennepin County Compliance Specialist and they will add the contractor.

5. Choose a **contact e-Mail** from the drop-down. This contact will enter the subcontractor's workforce details for the project.

This screenshot is similar to the previous one, showing the "Add Contractor to project" modal. The "Contractor" field still contains "TestingSubContractor1". However, the "Choose a contact e-Mail *" dropdown menu now displays the email address "TestCPWProject10212@mailinator.com". The "Save Changes" and "Close" buttons remain at the bottom right.

NOTE: If the email you need is not in the dropdown, contact your Hennepin County Compliance Specialist and they will add a new contact for your subcontractor.

6. Click **Save Changes**.

The screenshot shows a modal window titled "Add Contractor to project". Inside the modal, there are two input fields: "Contractor *" with the text "TestingSubContractor1" and a plus icon, and "Choose a contact e-Mail *" with a dropdown menu showing "TestCPWProject10212@mailinator.com". At the bottom right of the modal, there are two buttons: "Save Changes" (highlighted with a red box) and "Close". The background is a blurred view of a web application interface with a table header.

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female employees	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
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- Repeat the steps above for all of your subcontractors. **Do not click submit until all subcontractors have entered their workforce details AND you have entered your own workforce details (see Step 2).**
- Your subcontractors will receive an email from hc.mail.service@hennepin.us with directions to login to the Project Workforce System to submit their workforce details. You will receive an email each time a subcontractor has submitted.

You are responsible for making sure all subcontractors have submitted their workforce details.

Subject: Enter your committed project workforce for Hennepin County Project [Project name]

Body:

[Prime contractor name] has assigned [Subcontractor name] as a subcontractor on [Project name]. Hennepin County has the following workforce goals on all construction projects over \$100,000:

- People of Color: 34%
- Women: 23%

To assist [Prime contractor name] in attaining the workforce goals, please log into the Project Workforce System and submit your workforce details. Please note that [Prime contractor name] must submit overall project workforce details by [due date and time]. **Submit your workforce details as soon as possible, preferably 2 days before the prime's due date.**

[Click here to submit your workforce details.](#)

[Click here for help guides.](#)