

Add a subcontractor (as a subcontractor)

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

MINNESOTA

Committed Project Workforce - Contractor Portal
 Projects for: *TestingSubContractor1*

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
545454	Linden Hills Library		2	1	4	50	20	17	32	0	0	2 2
Testing Project 001	Testing Construction Project		11	11	14	93	27	39	36	0	50	18 5

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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%** BIPOC: **32**
 WEP: Hours goal: DOCCR Productive Day: Hours goal:

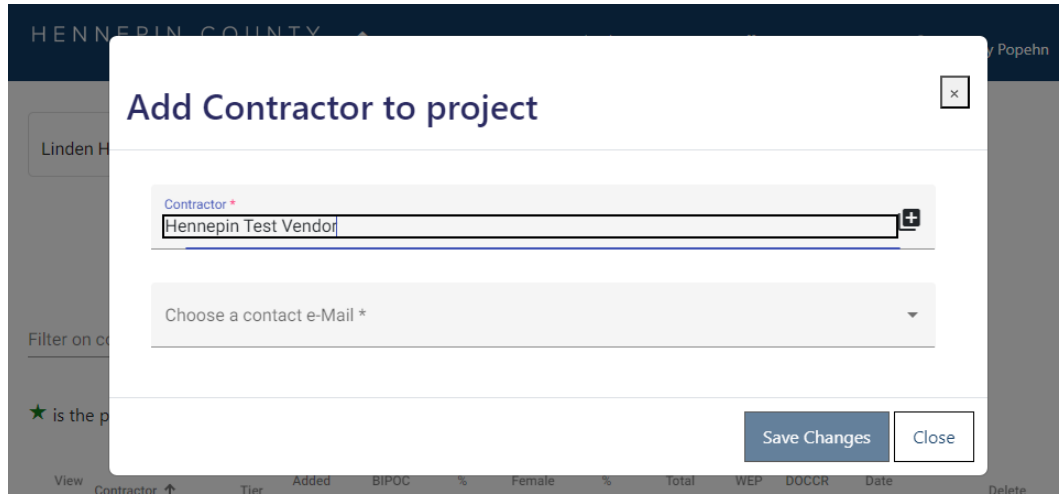
Filter on contractor name

Add Contractor to project

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	0	0	0		Submit
+	★ Popehn Construction	0		1	20	2	60	3	0	0	05/25/2023	

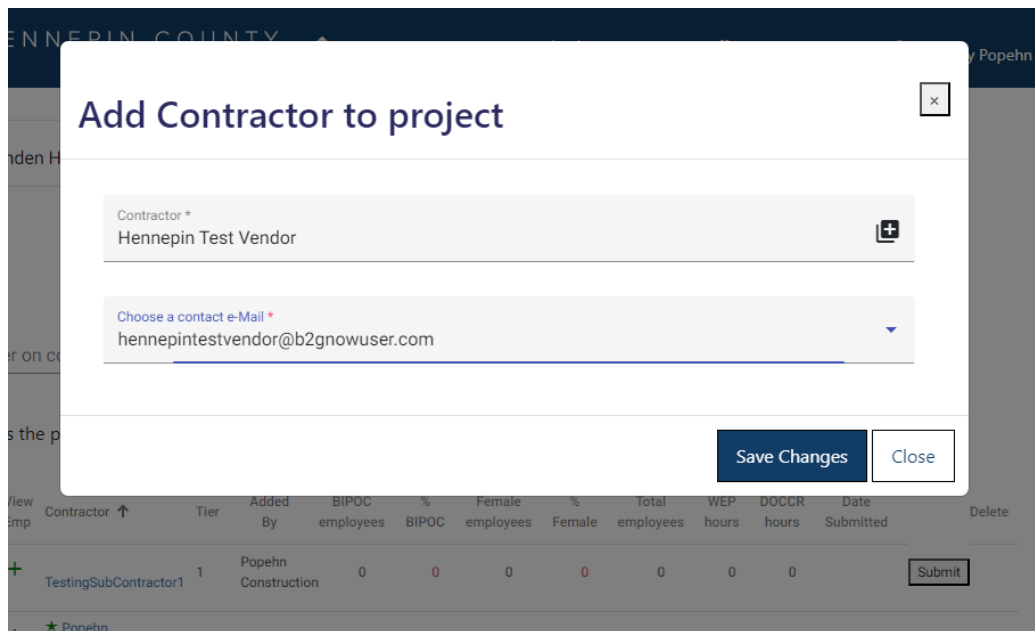
4. Start typing in your subcontractor's name in the **Contractor** field, then select their name from the drop-down.



The screenshot shows a modal window titled "Add Contractor to project". Inside the modal, there is a text input field labeled "Contractor *" with the text "Hennepin Test Vendor" entered. To the right of this field is a small square button with a plus sign. Below the text field is a dropdown menu labeled "Choose a contact e-Mail *". 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.



The screenshot shows the same "Add Contractor to project" modal window. The "Contractor *" field still contains "Hennepin Test Vendor". The "Choose a contact e-Mail *" dropdown menu is now open, displaying the email address "hennepintestvendor@b2gnowuser.com". The "Save Changes" and "Close" buttons are still visible at the bottom.

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 is a "Contractor *" field containing "Hennepin Test Vendor" and a "Choose a contact e-Mail *" dropdown menu containing "hennepintestvendor@b2gnowuser.com". At the bottom right of the modal, the "Save Changes" button is highlighted with a red rectangle, and a "Close" button is also present. The background shows a table with columns for Contractor, Tier, Added By, BIPOC employees, % BIPOC, Female employees, % Female, Total employees, WEP hours, DOCCR hours, Date Submitted, and Delete. A row for "TestingSubContractor1" is visible with values for each column.

7. 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).**
8. 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.](#)