

**DFW ROCIP
NOTICE OF SUBCONTRACT AWARD
AND
REQUEST FOR INSURANCE**

(to be submitted to- nancy.jarmon@willistowerswatson.com or gloria.engle@willistowerswatson.com)

Project Name: _____
Contractor: _____ Phone: _____
Attention: _____ Fax: _____
Address: _____ Email: _____
City, State Zip: _____
RE: _____
SA/Contract # _____

This is to inform you that we have awarded the following subcontract to the following Subcontractors:

Subcontractor's Legal Name: _____
Physical Address
(No PO Box): _____
City: _____ State: _____ Zip: _____
Phone: () - _____ Fax: () - _____ FEIN # _____
Office Contact: _____ Email: _____
Safety Contact: _____ Email: _____
Type of Work: _____ WC Class Code: _____
Award Date: _____ Est. Start Date: _____ Est. Completion Date: _____
Contract Value: \$ _____ Est. Payroll: \$ _____ Est. Work Hours: _____
Est. # of Subcontractors: _____
Will contractor have AOA Access for vehicles? Yes • No •

Awarding Contractors: _____

By: _____

Title: _____ Date: _____

Prime Contractors (if different): _____

DO NOT complete this form for your company.

Award Date - date Notice to proceed was given (Verbally or in Writing)

You must complete a notice of Subcontract Award, on each of your subcontractors.

DFW ROCIP Notice of Subcontractor Award Completion Guide

The DFW ROCIP Notice of Subcontractor Award is to be filled out by the Enrolled Contractor that is awarding work to a Subcontractor that is not yet enrolled in the ROCIP. The form is **not** to be completed by the company that is being awarded the work. The form must be completed in its entirety for a contractor to be successfully enrolled in the DFW ROCIP program. To ensure enrollment please complete the following:

- Contractor Information – This general information should be filled out so the ROCIP Team can accurately identify the awarding contractor.
- Subcontractor Information (Legal Name of Subcontractor) – It is important to be as accurate as possible with this information. Address should be their physical address (PO Box is not acceptable) The subcontractor will be enrolled with the information from their Enrollment Form, but this contact information will be received by the ROCIP Team.
- Award Date/Start Date/Estimated Completion Date – This information will be used to determine the effective date of the subcontractor's policy under the ROCIP. It is important that the award date and start date be as accurate as possible to ensure that coverage is in place when the subcontractor starts work. Also and discrepancy between the Notice of Subcontract Award and Enrollment Form could cause a delay in enrollment. The Estimated Completion Date should be a best guess, and will be confirmed at close out.
- Indicate if Subcontractor will have any vehicles accessing the Air Operations Area (AOA).
- Once the above is completed the DFW ROCIP Notice of Contract Award Form should be signed, dated and then sent to Nancy Jarmon at nancy.jarmon@willistowerswatson.com or Gloria Engle at gloria.engle@willistowerswatson.com.
- DFW ROCIP administration team will then follow up with subcontractor to obtain required certificate of insurance and completed enrollment form.