

VENDOR COMPLIANCE REVIEW

Please answer the following questions about how your team handles collecting proof of vendor coverage (COIs, W-9's, Permits, Licenses), checking documents against contract requirements, verifying coverage, and maintaining compliance when working with third parties. A Vendor can be a subcontractor, supplier, tenant, contractor among others.

Risk Manager/ Owner Questions	Answer
1 Who currently manages your vendor compliance? (ex Subs, Commercial Tenants, Franchisees, Suppliers, etc) This could be insurance, w9, license, permits etc.	
2 How are documents currently collected from vendors today? How long does it typically take to get this information back from your vendors/third parties?	
3 Roughly, how many vendors do you have?	
4 What are you currently using to continuously manage compliance? Is it all tracked in one place?	
5 How do you communicate for expiring certificates or compliance documents from your third parties?	
6 How often do you check for compliance? (common answers: once per year, never, depends on the level of risk posed by vendor, etc) Are you satisfied with that frequency?	



FOR MORE INFORMATION, CONTACT US:

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