

Become a Prequalified Trade Partner with Southway

Our continued success reflects our strong, long-standing relationships with our trade partners. To maintain our high-performance standards, we are always looking to build new partnerships with qualified subcontractors.

Step 1: Register with COMPASS

Southway Builders partners with COMPASS by Bespoke Metrics to manage subcontractor prequalification.

- Visit the COMPASS platform (<https://compass-app.com/>) and complete the 1Form.
- The 1Form allows you to prequalify with any CM/GC participating in COMPASS.

Note on Fees:

COMPASS is a paid service; however, if this is your first time registering and you only intend to work with Southway Builders, fees may not apply. Fees may apply in the future if you choose to share your profile with additional contractors.

Step 2: Upload Required Documentation

Upload all required documents within the COMPASS platform before submitting.

Safety Requirements

- OSHA 300 and 300A Forms (current year + 2 prior years)
- EMR Verification (current year + 2 prior years)
- NCCI form or letter from workers' compensation carrier
- If EMR is not available: letter from insurance agent
- If EMR is above 1.0: letter of explanation from insurance agent

Bonding Requirements

- Bonding Letter (dated within the last 180 days) to include:
 - Single project bonding capacity
 - Aggregate bonding capacity
 - Available bonding capacity
 - Surety's power of attorney

Insurance Requirements

- Certificate of Insurance (current)

Financial Requirements

- Current fiscal year-end CPA financial statements (compiled, reviewed, or audited), including notes
- Draft CPA financials are acceptable
- If CPA financials are unavailable:
 - Upload current fiscal year-end accrual-basis Balance Sheet
 - Upload Income Statement / Statement of Operations (P&L)

Step 3: Submit Your Application

Once all documents are uploaded:

1. Navigate to the "Submit" tab on the 1Form Qualification Page
2. Confirm all information is accurate and complete
3. Click Submit

Important: Southway Builders cannot view your documents until you complete this step.

Step 4: Authorize Southway Builders

After submitting your application:

- Select Southway Builders within COMPASS
- Click "Authorize Selected" (bottom right corner)

This step is required to grant Southway access to your financial information.

Step 5: Notify Southway

Once your application is submitted and authorized:

- Email Dawn Robey at drobey@southwaybuilders.com

This ensures your submission is reviewed promptly.

Need Help?

For assistance with the COMPASS platform:

Email: info@compass-app.com | Phone: 1-800-689-6819

We look forward to partnering with you and building successful projects together.