

Required Documents

Initial Analysis

- Firm's general financial information for previous 2-years:
- Annual Accounts Receivable Summary
- Annual Account Payable Summary
- Annual Income/Expenses Statement Summary

Full Initial Review

- Project specific information for the 2-largest contracts the Contractor is working on:
- Contractor Project Portfolio Snapshot
- Project (Job) Cost Report
- Payment Ledger
- Most Recent Requisition
- Baseline Schedule
- Most Recent Schedule Update
- Change Order Log
- Most Recent Meeting Minutes
- Any Non-Conformance Reports

Monthly Monitoring Review

- TMG will specify which project(s) based on the Contractor Project Portfolio Snapshot.
- Updated Contractor Project Portfolio Snapshot.
- Project (Job) Cost Report
- Payment Ledger
- Most Recent Requisition
- Baseline Schedule
- Most Recent Schedule Update
- Change Order Log
- Most Recent Meeting Minutes
- Any Non-Conformance Reports

THE MOMENT GROUP

***Submit ALL documents via shareable DropBox link (or other file share link):
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