**Language to be included in Instructions to Bidders and Subcontracts to mandate the use of Procore:**

This project will utilize Procore’s (www.procore.com) project management and collaboration system for all project documentation. Applicable team members of this Subcontractor will be invited to, and are required to create a Procore username (email) and password if they do not already have one. This Subcontractor will be expected to obtain drawings, sketches, RFIs, meeting minutes, coordination drawings, change information, etc. via this application. Contractor will notify subcontractors as relevant items are added. It will be the responsibility of this Subcontractor to regularly check and review updated documents as they are added. Applicable team members of this Subcontractor are required to complete a free, one-hour subcontractor training certification course located at [http://learn.procore.com/procore-certification-subcontractor](http://746f7574.procore.com/3335363e07462241df) within (2) two weeks following contract execution. There will be no cost to this Subcontractor for use of Procore.

It is recommended that this Subcontractor provide mobile iOS or Android devices with the Procore App installed to at least one individual on-site to provide real-time access to current posted drawings, specifications, RFIs, submittals, project documents, as well as any deficient observations or punch list items. Providing mobile access will improve communication, efficiency, and productivity for all parties.