1. SDUSD: Project name (#)\_ GC name Introduction PSA Contact to GC

Good morning/afternoon Contact,

Congratulations on being the preliminary lowest bidder for the project noted above. I understand that the project will be recommended to the board for final approval on 00/00/21.

As we begin this process I wanted to reach out and introduce myself, I am the PSA Specialist who will be assisting you through the PSA process for this project; in addition, I would like to ask if you could verify who from your team will be handling the PSA procedures (setting up a Pre-job meeting, receiving and providing PSA documents from you and your subs) and provide me with their contact information. I can than send all the PSA documents over and be readily available for any questions before work can start.

This project will be using PSA Application & will require list of all your subcontractors contact information to be invited to platform (use attached Sub List Excel doc.)

One last question, can you tell me if GC name is familiar with or has performed PSA work before? We understand that being unfamiliar with the PSA requirements has caused contractors to feel overwhelmed with all the additional documentation required to meet PSA compliance and our office is more than happy to do a PSA orientation to help through this process.

Best regards,

Maria

**Maria Cruz**

PSA Specialist

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