



EXECUTING AN MSA

This document will give you the proper instructions to ensure every requirement is met and provided in order to full execute your MSA (Master Service Agreement) with System Services Broadband.

- The agreement in all is 18 pages. On page 4, you will find the insurance requirements. On pages 16-17 you will find a list of documentation (including the direct deposit form and appendix J which are in this packet) and information needed before your MSA will be considered. You can either deliver this documentation either in person or by email.
- Included in this packet is a contractor pre-qualifying questionnaire that must be completed on behalf of your company to work for Cox Communications.
- In order to work for Cox, anyone working on a SSB jobsite has to be approved by the system InfoMart. This system runs a background check and requires a one-time drug screen. The InfoMart documentation included in this packet must be completed for each employee. This is a time sensitive process. When the information is entered into Infomart it will generate an E-pass that has to be taken by the employee to your nearest approved drug screening facility **within 24 hours**. Infomart will then evaluate the employee and assign a access level either 1-3, 1 being the best and 3 being the worst. Level 3 employees are forbidden to work on Cox projects. Level 2 requires a waiver from Cox. Level 1 employees are given access.

Please read the agreement carefully. Execute the agreement on your behalf by signing on page 18. If there are any questions about anything pertaining to the MSA process, please contact Brittan Duhon.

Zack Aucoin
EH&S/Risk/Asset Manager
Zack.aucoin@1ssb.com
985.209.9707 (M)
337.237.8377 (O) ext. 109
www.systemservicesusa.com