

## Supplier Engagement Subcontracting Plan Requirements

1. Supplier shall, in the performance of its obligations with Lumen, make “good faith” and commercially reasonable efforts to identify and award business to, and/or increase business awarded to Certified Diverse Suppliers. This requirement is only applicable to services performed or products purchased by Lumen within the United States and its territories. If requested by Lumen, Supplier shall provide reporting on its quarterly expenses with Certified Diverse Suppliers, no later than 45 days after Supplier’s most recent fiscal quarter end or by April 15, August 15, October 15, and February 15th of every year. In the event Supplier is a subcontractor to Lumen under a prime contract with a different utilization level than outlined in this document, Supplier shall adhere to the specific utilization level of that contract.
2. If the Supplier expects to receive \$750,000 or more from Lumen (per year or per contract), Supplier must comply with the terms and conditions of Lumen’s Supplier Engagement Subcontracting Plan Requirements located on Lumen’s Supplier Portal, at <https://www.lumen.com/en-us/about/doing-business-with-lumen.html>. If the Supplier will provide services or items in the State of California, this threshold is \$500,000 as opposed to the federal threshold of \$750,000.
3. If Lumen reasonably determines that Supplier has willfully or intentionally failed to comply with the Subcontracting Plan Requirements, Lumen may provide Supplier written notice that Supplier is in breach of its obligations. Should Supplier fail to cure the breach in a manner satisfactory to Lumen, Lumen may terminate at its convenience the relationship with Supplier and any pending orders. For information regarding Supplier’s compliance with these terms, Supplier may send questions to Lumen Supplier Engagement, at [supplierengagement@lumen.com](mailto:supplierengagement@lumen.com).
4. Supplier will provide Lumen with a point of contact regarding its supplier diversity and/or small business initiatives and compliance with these terms. Supplier will email [supplierengagement@lumen.com](mailto:supplierengagement@lumen.com) with the Supplier’s Contact Name, Title, Phone No. and Email address.
5. If Supplier is a Certified Diverse Supplier, then within 45 days of any Lumen initial purchase or order, Supplier must provide evidence to Lumen Supplier Engagement team of Supplier’s certification status. Supplier shall continue to keep Lumen informed regarding any updates to Supplier’s certification status on a timely basis.