



WELCOME TO

PRO\$ RFP

PROTECH ONBOARDING GUIDE

2025 - 2026



Welcome to the ProVendor Team!

We're thrilled to have you join us

Your coordinator, Justice, will guide you through onboarding.
Save Justice's contact info – your main point of support.
We're here to ensure your success from day one.

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Whats Expected of You:

- **Be Reliable:** Show up on time, ready to work.
- **Follow the Scope:** Do the job exactly as outlined.
- **Stay Professional:** Be respectful and represent ProRFP well.
- **Document Work:** Upload photos after every job.
- **Work Safely:** Use PPE and follow safety protocols.
- **Communicate:** You are apart of a team! Please do not forget that. We are here to support YOU!



Service Photos Matter

*& are required, after each & every
service*

 LINK

Why Photos Are Required:

ProUploads are how you show the job is done right. Taking a few quick photos after every service protects you, proves your work, and keeps payments on track.

What ProUploads Do for You:

- **Show it's done:** Photos confirm you finished the job.
- **Protect yourself:** If a client questions the work, your photos are the proof.
- **Get paid:** No photos, no payment. Uploads are tied directly to getting paid on time.
- **Look professional:** Photos show clients you take pride in your work.
- **Keep a record:** Your photos create a history of jobs you've completed.

Tech Info Cards

Must be submitted prior to the start of service. No Tech Card, No Service.



What They Are:

- Your ProTech Card is your ID for the job. It shows your name, photo, and key details so everyone knows you're the right person on-site.

Why They Matter:

- Clients trust that the right tech is there, and it protects you if questions ever come up about who did the work.

They are Required:

- No Tech Card = No Service. Every tech must have one before starting, and it must be updated if your info changes.

How to Get Them:

- Go to ProAlert.ai → Onboarding & Admin → Tech Info Card. Fill out your details, upload your photo, and your card will be issued digitally (printable if needed).

Safety First

The ProRFP Safety Series includes:

- Bloodborne Pathogens
- Chemical Safety & OSHA
- Lockout Tagout
- Fire Prevention
- Slips, Trips, and Falls

Your safety and compliance are always our priority.



Professional Standards

Buy uniforms on our site, then email the receipt to help@prorfp.com for same-day reimbursement.



Look Professional

Wear proper attire and PPE to stay safe and show clients you take pride in your work. Buy uniforms on our site, then email the receipt to help@prorfp.com for same-day reimbursement.



Respect the Site

Treat every facility, its people, and its property with care.



Speak Up

Report hazards, issues, or damages immediately to keep everyone safe and maintain trust.



Need Help?

Justice is your first line of support: (302) 265-3786

Use ProAlert.ai for quick access to tools and guides.

Our team is always here to help with registration, invoicing, or troubleshooting.

Need More Support? Click The Link Below.





Payment Issues



At ProRFP, we take your hard work seriously and want to ensure you get paid. If you are not a direct W2 hire with ProRFP and are working under one of our vendor partners, there may be times when a partner fails to pay you. If this happens, we have a process in place to help.

Use the Payment Request Form:

Go to www.proalert.ai/payment to securely request payment.

Fast & Secure Processing:

You can choose your preferred method – Wire Transfer, Zelle, PayPal, or Cash App.

What You Need to Know:

- Complete the form fully and accurately to avoid delays.
- Submissions are reviewed and verified before payment is issued.
- Submission does not guarantee payment, but it starts the formal process for ProRFP to step in on your behalf.

Bottom line: If our vendor partner doesn't pay, ProRFP has your back with a secure and transparent process.

ProAlert.ai: Your All-in-One Toolkit



Work & Field Tools

Centralized resources for day-to-day jobs, including ProUploads for service photos, Scopes of Work for clear task expectations, and inspection checklists to ensure quality and compliance on every site.

Client-Specific Tools

Dedicated forms and checklists tailored to major clients like FedEx, AAA, Comerica, CSL Plasma, and KBS, making it easy to meet client requirements without confusion.

Onboarding & Admin

Everything needed to get started, from vendor registration and job applications to submitting tech info cards and staffing agreements, ensuring a smooth launch into the ProVendor network.

Payments & Invoicing

Step-by-step guides for submitting invoices, requesting payments, and using Bill.com, so vendors get paid accurately and on time.

Safety & Training

A full library of safety resources covering OSHA compliance, COVID-19 procedures, chemical handling, and workplace conduct, designed to protect both techs and clients.

Legal & Policy

Clear policies and agreements including terms and conditions, privacy policies, and NDAs, giving vendors the confidence of working within a professional and secure framework.



Terms and Conditions

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