



## **Instructions for becoming an xScion Solutions, LLC Subcontractor**

If you are interested in supporting xScion Solutions as a subcontractor on a Corp-to-Corp basis, we are to happy evaluate your company and see if you meet our requirements to be a Subcontractor. The steps are out lined below.

### **Steps for becoming an approved Subcontractor**

1. Fill out the Subcontractor Application which is downloadable from the Subcontractors section of our website. This section can be accessed from the Careers page.
2. Review and execute the Subcontractor Services Agreement also available for download from our website. Unfortunately, the contract is non-negotiable. Attachment A of the contract will be filled out once we have engaged one of your contractors. It is included in the Agreement as an example.
3. Return both the Subcontractor Application and the Subcontractor Services Agreement either via email to [subcontractors@xscion.com](mailto:subcontractors@xscion.com), via fax to 202-370-7192 or via mail to:

xScion Solutions, LLC  
1420 Spring Hill Road  
Suite 600  
McLean, VA 22102

Once we have received your documents we will review them and let you know if your application has been approved. If so, you will be able to submit your candidates directly to our recruiting team for review.

If you have any questions, please feel free to email xScion at [subcontractors@xscion.com](mailto:subcontractors@xscion.com).