



Project Tracking (p-Track) Policy

The p-Track is GPREP's standard process of distributing, collecting, and sharing a prospect's request for available real estate with GPREP member communities.

The process, as outlined below, is designed to provide value to our B.A.T (Business Action Team) partners by maintaining an equal opportunity for response by all our member communities in order to give the best information to our prospects within a timely manner. For every prospect/client that requests such assistance, GPREP will, within 24 hours, email a p-Track request to all communities for available real estate and other data needed that matches our client's specifications.

It is also agreed that the following scenarios below GPREP will not send or share a p-Track:

- Prospect is already represented by a real estate professional who will be handling the real estate search
- Community is the lead, and prospect was brought to GPREP by a local B.A.T. partner
- Prospect has asked GPREP not to pursue a real estate search

1. The p-Track will be sent to all B.A.T. members unless Prospect has a narrow geographic area under consideration. Possible criteria for delivery to less than the full B.A.T. membership include but are not limited to:
 - i. Proximity to a client
 - ii. Vendor
 - iii. Airport
 - iv. Transportation corridor for export or import
 - v. University/Community College
 - vi. Cluster of like businesses, and
 - vii. Labor Force
2. Once the p-Track is sent, B.A.T. partners will respond within the timeframe set by the client.
3. p-Track emails will be retained for three years after initial send date or 12 months after officially closed. Additionally, GPREP will have electronic or written verification from the prospect if the geographic area for the p-Track is less than full B.A.T. membership.
4. GPREP will include all properties, submitted by B.A.T. partners, which meet the minimum specifications as outlined by the Prospect. If properties are submitted that do not meet specifications, GPREP will notify the community that the sites were eliminated.
5. Upon receipt of community submittals from B.A.T. partners, GPREP will compile the available real estate package and send it to the Prospect within one business day.

6. GPREP will send a new p-Track out for any clients whose real estate requirements have changed in a way that will allow additional community submittals for consideration.
7. Community disputes on any adherence to this policy will be addressed with mediation as outlined in the GPREP protocol Agreement.

Community: _____

Community Representative: _____

Date: _____