

### **Additional Information Requested from Contractors**

**W-9:** All contractors must complete a W-9 form for Internal Revenue purposes. No invoices can be paid until NEIWPCCC's accounting department receives a W-9. If a contractor has had an agreement with NEIWPCCC in the past, a new W-9 is not needed for each new agreement.

**DUNS Number:** All contractors must submit a DUNS number to NEIWPCCC in order to obtain an agreement. For more information on DUNS and how to obtain a DUNS number, please see our guide linked through our Contractor Guidance page: <http://www.neiwpccc.org/contractors/guidance.asp>

**MBE/WBE:** NEIWPCCC must place a fair proportion of our acquisitions with disadvantaged business enterprises (DBEs), including small business enterprises, minority business enterprises (MBEs), women's business enterprises (WBEs), labor surplus area firms, and small businesses in rural area (SBRAs). DBEs should be given the opportunity to participate in contract and procurement for supplies, construction, equipment and services under any EPA grant or cooperative agreement. This questionnaire is for the contractor to fill out to determine if they qualify for the program. If the contractor chooses to participate, they may complete this questionnaire electronically. If a repeat contractor has completed this form previously, a new questionnaire is not needed for each new agreement.

**Sample Invoice:** Contractors can use this sample invoice for guidance when submitting invoices for payment. Payments for work performed shall be made from approved original invoices. Invoices are to be submitted by the Contractor to the Oversight Project Officer(s) for approval prior to forwarding to the Commission for payment according to the payment schedule. Invoices must include (1) the name and address of the Contractor, (ii) the invoice date, (iii) the contract identification number, if any, (iv) the time period of work invoiced, (v) a description of the Work performed, (vi) shipping and payment terms, (vii) the address where payment is to be sent, (viii) the person to be notified in the event of a defective invoice, and shall (1) provide itemized documentation of costs related to work performed, (2) be accompanied by a brief written progress report, and (3) be supported by such data as the Commission may reasonably require.

**Match Documentation Form:** If there is a matching funds provision in the agreement, the Contractor should document the use of matching funds on this form.