



## NEIWPCC Guide for Contractors

### The Electronic Agreement Process

#### **PLEASE READ THIS BEFORE SIGNING YOUR AGREEMENT**

NEIWPCC sends all Contracts, Memoranda of Agreement (MOA), and Amendments to existing Agreements for signature through email as a .pdf attachment. This allows for faster turnaround time, increasing efficiency for all parties involved. A clause in our Contracts/MOAs/Amendments states that “the use of scanned or facsimile signatures for the execution of this Agreement shall be legal and binding and shall have the same full force and effect as if originally signed.” To ensure receipt of important emails, NEIWPCC requests that Contractors please add [contracts@neiwpc.org](mailto:contracts@neiwpc.org) to their address book or safe list.

#### **I. Agreement Process Initiation**

**DUNS Number:** All contractors must submit a DUNS number to NEIWPCC in order to obtain an Agreement. For more information on DUNS and how to obtain a DUNS number, please see our “Guide to DUNS” linked through our Contractor Guidance page: <http://www.neiwpc.org/contractors/guidance.asp>

**FID Number:** All Contractors must have a Federal Identification Number (“FID”). A Contractor who does not have an FID number must obtain a Fiscal Sponsor before entering into an Agreement with NEIWPCC.

**Scope of Work:** Contractors will work with their technical contact at NEIWPCC or one of NEIWPCC’s affiliate programs to finalize a Scope of Work. The final Scope of Work will generally be based on a Contractor’s proposal, submitted in response to a competitive bid for contracts.

**Task Based Payment Schedule:** In addition to the Scope of Work, Contractors must submit a Task-Based Payment Schedule which is a breakdown of all project tasks and their associate costs. NEIWPCC pays Contractor invoices on a tasks completed basis – and not on a reimbursement basis. This is a sample Schedule:

\$1,000	Task 1: Develop Quality Assurance Project Plan (QAPP)
\$7,500	Task 2: Evaluate each pond system and outlet tributary
\$ 700	Task 3: Measure and documents results
\$ 300	Task 4: Quarterly Reports
<u>\$ 300</u>	Task 5: Final Report Approved
\$9,800	Total

Upon receipt of the final Scope of Work and Schedule, a Contract/MOA/Amendment will be drafted and sent to the Contractor for signature through email as a .pdf attachment. Contractor emails will be received from [contracts@neiwpc.org](mailto:contracts@neiwpc.org).

#### **II. Contractor Receipt of Agreement**

It is a Contractor’s responsibility to review the language of the Contract/MOA/Amendment upon receipt. Contractors should understand that negotiation of Agreement language can prolong the agreement process and that project work cannot begin until a Contract/MOA is fully executed. The Contractor’s authorized signatory signs the document, scans it, and sends it back as an email attachment to [contracts@neiwpc.org](mailto:contracts@neiwpc.org). **Please send back the entire document - NEIWPCC does not accept signature pages only.**

#### **III. Agreement Execution**

NEIWPCC’s Executive Director will review all Contractor-signed Agreements, and upon approval will sign the Agreement. After NEIWPCC has received all required documentation mentioned below, the Contractor will receive a scanned copy of the fully executed Agreement as a .pdf attachment to an email from NEIWPCC.

**Contractors are prohibited from beginning project work until they receive a fully executed agreement from NEIWPCC.**

#### IV. Mandatory Forms Submitted with Agreement

In addition to the signed Agreement, Contractors are required to submit 3 forms before they can begin work or claim payment under an Agreement:

1. **W-9 Form:** 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 form. **Contractors must submit an updated W-9 form every 5 years.**
2. **Proof of Insurance:** Contractors must submit proof of adequate insurance coverage on an **annual basis** for the duration of the project. **Please make sure your insurance document lists the same coverage amounts as required by your Agreement.** Do not send copies of your entire policy. For most Contractors, an **Acord Certificate** is sufficient proof of insurance and may be obtain from your insurance broker. Make sure the broker enters NEIWPCCC's name and address in the Certificate Holder section of the Acord form. For other Contractor, the following documentation is acceptable:
  - **Evidence of Insurance or Certificate of Coverage** – for municipalities, or
  - **Memorandum of Insurance** – for universities, or
  - **Letter of Self-Insurance** – for self-insured organizations
3. **Disadvantaged Business Enterprise (DBE) Form:** 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. All NEIWPCCC Contractors are required to submit this questionnaire even if they do not qualify for the program. If a repeat Contractor has completed this form previously, a new questionnaire is not required for each new agreement.

#### When Project Work May Begin

**Contractors may begin work only after they have received a fully executed Agreement from NEIWPCCC.** As stated above, the Contractor must submit a W-9, DBE form and Insurance Certificate before final execution of the Agreement. In addition, if a QAPP is required, it must be approved by the NEIWPCCC Project Officer and the Funding Agency before any "environmental data" work may begin. *Contractors will not be paid for work done prior to the finalization of the fully executed agreement and an approved QAPP.*

#### NEIWPCCC Contractor Guidance Webpage

The following forms & resources can be found on NEIWPCCC's webpage at <http://neiwpc.org/contractors/guidance.asp>

- **W-9 & DBE forms**
- **Match Documentation Form:** If there is a matching funds provision in the Agreement, the Contractor must document the use of matching funds on this form.
- **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 Task Based Payment Schedule. Invoices must include (i) the name and address of the Contractor, (ii) the invoice date, (iii) the NEIWPCCC Project Code, (iv) the contract identification number-if any, (v) the time period of work invoiced, (vi) a description of the Work performed, (vii) shipping and payment terms, (viii) the address where payment is to be sent, (xi) 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 NEIWPCCC may reasonably require.
- **Guide to Quarterly Reports:** Contractors are responsible for preparing and submitting brief quarterly reports which are due by the 10<sup>th</sup> day after the end of each calendar quarter. Contractors must submit reports even if there is no activity during the quarter. Payment of invoices is contingent upon NEIWPCCC's timely receipt and approval of reports.

**Questions:** We are happy to answer any questions related to this process. Please send any questions, comments, or concerns to [contracts@neiwpc.org](mailto:contracts@neiwpc.org).