NEIWPC Guide for Contractors

The Electronic Agreement Process

PLEASE READ THIS BEFORE SIGNING YOUR AGREEMENT

NEIWPC 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, NEIWPC requests that Contractors please add contracts@neiwpcc.org to their address book or safe list.

I. Agreement Process Initiation

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 NEIWPC.

UEI Number: As of April 2022, the official entity identifier for doing business with the U.S. Government and NEIWPC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. The DUNS number is no longer acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at https://www.sam.gov/portal/SAM. This SAM-generated number is required for all NEIWPC Contractors as part of the agreement process. Existing NEIWPC Contractors that have already registered in Sam.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.

SAM Registration: The System for Award Management (“SAM”) is a web-based system that identifies Contractors excluded from receiving Federal contracts. To search for your registration go to https://www.sam.gov/portal/SAM and then search by your DUNS or UEI number or by Business Name. Creating or updating a SAM registration is free of charge. All you need is your DUNS or UEI number.

Scope of Work: Contractors will work with their technical contact at NEIWPC or one of NEIWPC’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. NEIWPC pays Contractor invoices on a tasks completed basis – and not on a reimbursement basis. This is a sample Schedule:

$1,000 Task 1: Quality Assurance Project Plan (QAPP) Approved
$7,500 Task 2: Evaluate each pond system and outlet tributary
$ 700 Task 3: Measure and documents results
$ 300 Task 4: Quarterly Reports Approved
$ 300 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@neiwpcc.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@neiwpcc.org.

**Please send back the entire agreement - NEIWPCC does not accept signature pages only.**

III. **Agreement Execution**

After NEIWPCC has received all required documentation mentioned below, the Executive Director will review and sign the Agreement. NEIWPCC will email a .pdf copy of the fully executed Agreement and then the project may begin. 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 NEIWPCC’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 obtained from your insurance broker. Make sure the broker enters NEIWPCC’s name and address in the Certificate Holder section of the Acord form. For other Contractors, 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:** NEIWPCC 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 NEIWPCC 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.

V. **When Project Work May Begin**

Contractors may begin work only after they have received a fully executed Agreement from NEIWPCC. 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 NEIWPCC Project Officer and the Funding Agency before any “environmental data” work may begin. For more details see NEIWPCC’s Quality Management webpage at https://neiwpcc.org/our-programs/assessment-and-research/quality-management/. Contractors will not be paid for work done prior to the finalization of the fully executed agreement and an approved QAPP.

NEIWPCC Contractor Guidance Webpage

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The following forms & resources can be found on NEIWPCC’s webpage at http://neiwpcc.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 NEIWPCC 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, (ix) 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 NEIWPCC may reasonably require.

- **Guide to Quarterly Reports**: Contractors are responsible for preparing and submitting brief quarterly reports which are due by the 10th 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 NEIWPCC’s timely receipt and approval of reports.

- **Sample Final Report**: Contractors are responsible for preparing and submitting Final Reports which are due before the end of the project. Payment of the final invoice is contingent upon NEIWPCC’s timely receipt and approval of the Final Report.

- **Unique Entity Identifier Information**

**Questions**: We are happy to answer any questions related to this process. Please send any questions, comments, or concerns to contracts@neiwpcc.org.