



SLPS CONTRACT CHECKLIST

The below checklist is provided to guide you through the successful completion of the contract:

	SLPS Vendor number Identified- Work with the Procurement Office to get the vendor properly registered in BusinessPLUS. A vendor cannot be paid if they are not in the BusinessPLUS system.
	Vendor W-9 Form – The vendor will need to submit a completed W-9 Form
	SLPS Vendor Registration form – The vendor will need to submit a completed SLPS vendor registration form.
	Secretary of State good standing form – Then can submit, if not submitted the Procurement Office will do an internal check for vendor in their operating state
	Proof not suspended or debarred from the federal government – This check can be pulled from www.sam.gov
	Vendor Name on Contract
	Consultant Agreement Section
	Taxpayer Identification section
	Name of Vendor on contract
	Taxpayer Identification section
	Terms sectio
	Compensation Section
	Reporting Section – Contract Owner’s Name
	Notice Section Completed
	Authorization Section
	Witness Section
	Attachment A – Scope of Services
	Performance Standards
	Attachment B – Federal Work Authorization Program (E-Verify) Addendum
	Attachment C – Federal Work Authorization Program Affidavit & <u>Notarized</u>