

## STATE COMPLIANCE SUPPLEMENT:

Effective July 1, 2015 all contracts awarded must meet the requirements as outlined in the West Virginia Department of Education "State Compliance Supplement" (see attached).

## CONTRACT REQUIREMENTS:

Regardless of funding source (county funds or school funds), if a company or individual provides any type of service to Jefferson County Schools (for example: professional development, web based services, copier maintenance, judging band competition, catering for events, service personnel training, speech therapy, etc.), the following information must be completed BEFORE services are provided:

- Bid Process:
  - Quote and/or bids with selected vendor clearly marked (See Purchasing Memorandum "Competitive Bid Threshold Limits")
  - Justification must be documented if selecting other than lowest bidder
- Completed W-9 with print screen from WVSOS page
  - All vendors must be registered to do business in the state of West Virginia. This must be verified on the WV Secretary of State (WVSOS) Business and Licensing site <http://apps.sos.wv.gov/business/corporations/> . If vendor is not listed, or the license has been terminated, or revoked, the vendor can NOT be used. Individuals or sole proprietors are not listed on this website
- Vendors must be current on taxes and not debarred
  - Unemployment: <http://workforcewv.org/unemployment/employers/defaulted-accounts.html>
  - Workers Compensation Insurance: <http://apps.wvinsurance.gov/defaulted/>
  - Debarred vendors: <http://www.state.wv.us/admin/purchase/arc/default.html>
  - Print results from each website to ensure vendor is current on taxes and has not been debarred
- Liability Insurance Certificate (if applicable)
- WV Business License
- Affidavit
- Agreement Addendum
- Contract signed by Superintendent
- Requisition and Purchase Order

## IMPLEMENTATION:

In order to determine if these requirements have been met, please upload all signed contracts in effect from July 1, 2015 through June 30, 2016 to the OneDrive link included in this email. We will assist you in obtaining the required documents for this period.

- Naming convention for the uploaded contracts:
  - Schools/Trans/Maint:                   XXX.VENDORNAME       (XXX = 3 DIGIT LOCATION ID)
  - Other Departments:                   001.DEPTNAME.VENDORNAME

**Due by THURSDAY, August 25th.**

## GOING FORWARD:

As of July 1<sup>st</sup>, 2016, you will be required to ensure that your department/school meets all contract requirements as outlined in the State Compliance Supplement. Documents must be kept on file at your department/school and readily available for audit purposes. (DO NOT SEND TO CENTRAL OFFICE).