

# CONTRACTUAL DOCUMENTS CHECK OFF SUMMARY

Prepare and submit contractual documents according to the following outline

**You must download and complete all contractual documents on-line, type all requested information, follow the signature guidelines, and upload completed documents upon submission.**

Commonwealth of Massachusetts Standard Contract Form (unsigned) Please do not sign this document. Signature of the Standard Contract Form will occur after grant award. The Individual signing this form must be an authorized signatory listed with the Secretary of State's Office.

Request for Taxpayer Information Number and Certification (W9) Form Contractor Authorized Signatory Listing (CASL). The Authorized signatory must be identified on Contractor Authorized Signatory Listing Form.

Electronic Funds Transfer Payments (EFT). Please include a copy of a voided check or a letter from the bank verifying the account.

Certificate of Good Standing from the Department of Revenue (DOR) - The fastest and easiest way to obtain a Certificate is on-line through MassTaxConnect <https://mtc.dor.state.ma.us/mtc> and click on the tab (I Want To). A Certificate of Good Standing less than 6 months old must be provided at the time of submission. A certificate from Secretary of State's Office will not be accepted. (see attached)

A certificate of Unemployment Insurance Compliance from the Office of Unemployment Insurance. The fastest and easiest way to obtain a DUA Certificate is to apply online at <https://uionline.detma.org/Employer/Core/Login.ASPX> (see sample attached)

COMMBUYS Registration; since your business may have an active contract with our department, it is necessary for you to register your business with COMMBUYS. COMMBUYS is the Commonwealth's state-of-the-art electronic Market Center supporting online commerce between government purchasers and businesses. Register with COMMBUYS online at <https://www.commbuys.com> . If you have questions or need assistance with registration, please refer any questions you may have to the COMMBUYS Helpdesk at 1-888-627-8283. ***If you are already registered with COMMBUYS please skip this step.***

**Incomplete contractual documents will hold up processing and you may be contacted by the Contracts and Procurement.**