

**WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH**

NEW VENDOR CHECKLIST*

Non-Profit Status. Grantees are generally required to be a non-profit organization with 501c3 status. If you plan to apply for 501(c)(3) status with the IRS, you will need to include specific language that is required by the IRS to be included in your Articles of Incorporation. The West Virginia guidance on application/articles of incorporation for a non-profit can be found at <https://sos.wv.gov/business/Pages/Charities.aspx>

Active Business License. Grantees must verify proper registration and active business license with the West Virginia Secretary of State at (www.sos.wv.gov). Once you have accessed the website, please click on “Business Organization/Entity Search” and enter your organization’s applicable information to ensure your business is properly registered. The Department of Human Services includes a check of compliance with the West Virginia Secretary of State’s compliance requirements as a condition for receipt of grant awards.

Active Vendor. Grantees must be a registered vendor with the State of West Virginia and have a state assigned vendor number. Vendors are strongly encouraged to register with the State of West Virginia through the Vendor Self-Service portal of the state's wvOASIS ERP system. The Vendor Self-Service portal may be accessed at <https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService>.

Original W-9. An original W9, **signed in blue ink**, is required to be submitted to Purchasing Division – Vendor Registration, 2019 Washington Street East, Charleston, WV 25305-0130. Copies will not be accepted. A blank w-9 can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

DUNS Number. In order to receive a grant, all organizations must have an active DUNS number from Dun & Bradstreet. More information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Active CCR Registration. In order to receive a grant, all organizations must have an active **Central Contractor Registration (CCR)**. The CCR registration can be completed at <https://www.sam.gov/index.html>. **Note:** The address listed on the CCR **MUST** contain the organization’s full **zip code + 4**. If unsure of your organizations full (+4) zip code for the primary place of performance, please visit the following website to obtain that information <http://zip4.usps.com/zip4/>.

* Please note that this document serves solely as a reference document for potential new grantees of the Bureau for Behavioral Health. Ultimately, the guidance, content and links provided in this document are the responsibility of and administered by external regulatory and governing agencies and questions and issues should be addressed accordingly.