

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
NEW VENDOR CHECKLIST**

- Active Business License.** Applicants 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 Health and Human Resources includes a check of compliance with the West Virginia Secretary of State’s compliance requirements as a condition for receipt of grant awards.

- Active SAM Registration.** In order to receive a grant, all organizations must have an active System for Award Management Registration (SAM). The SAM registration can be completed at <https://www.sam.gov/index.html>.
Note: The address listed on the SAM **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/>.

- 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>.