

# **Reps & Certs Information Guide**

## **DUNS Number:**

<http://fedgov.dnb.com/webform>

- If your company doesn't have one already, then please visit the above website.
  - Click on the link to request your D-U-N-S Number via the Web and then follow the prompts and fill in your Company information.
  - You should receive your DUNS number within 1 business day.

## **Congressional District ( 2 digit code):**

<http://www.house.gov/representatives/find/>

- Enter your zip code
  - You may be asked to provide more information
    - Additional 4 digits of your zip code (if known)
    - Enter street address, city, state
- Your result will be shown as "...is located in the \_\_\_\_ Congressional District of ( State )."
- Take the number and turn it into a 2 digit code.
  - i.e. 1<sup>st</sup> = 01
  - i.e. 2<sup>nd</sup> = 02
  - i.e. 3<sup>rd</sup> = 03
  - i.e. 4<sup>th</sup> = 04, etc.

## **Primary NAICS Code:**

<http://www.naics.com/search/>

- Utilize the "NAICS Keyword Search"
  - For example "Overhead Door"
  - A list will populate, look at the "Common Keywords" column and find the description that best describes your company's business.
  - Once found, write the 6-digit NAICS code on the Reps & Certs. If your company's business model falls under multiple NAICS please list them all.

## **System for Award Management:**

### **CAGE Code:**

<https://www.sam.gov/index.html/#1#1>

- This is a two-part process; you will first register for an account, once you have an account you will complete a questionnaire which includes questions regarding your company's structure as well as banking information. While the registration does ask for private information the only information that will be displayed is your company's basic information; name, address, etc. No one will see your bank account, but the bank account information is needed to generate a CAGE Code. Because the Government is funding the project, they want to verify the legitimacy of the companies working on the project; i.e. the companies working on the project do not have any incriminating accounts where the Federal funds could be dispersed.
- Attached is a "Quick Start Guide for Entities Interested in Being Eligible for Government Contracts" form.
  - It provides a brief step-by-step guide on going through sam.gov.
- After everything is entered and you hit submit, it will take the Government 3 – 5 business days to review and assign a CAGE code.
- After a few days, you should receive an email with the CAGE code.

## **Reps & Certs Information Guide**

- If you do not receive an email, please check the website. You can select “Search Records” and enter the company’s name or their DUNS number in the spaces. Click search. If it has been enrolled in sam.gov, it will show it as “CAGE Code: #X#X#.”
- If you receive an email without a CAGE code, follow the instructions offered.
- On the Reps & Certs form, initial next to “System for Award Management”.
- CAGE Code: enter your alpha-numeric code.

### **E-Verify:**

<http://www.uscis.gov/e-verify/e-verify-enrollment-page>

- E-Verify is a verification tool for employers to ensure employers are maintaining a legal workforce and new employee’s work eligibility. All subcontractors must enroll in E-Verify. Please click on the link above to begin.
- There are 2 parts to enrolling in E-Verify.
  - Registration
    - Basic company information: name, address, DUNS number, Federal Tax ID number, number of employees, contact information, etc.
  - Tutorial
    - After you register, you will receive an email with your log-in information. Click on the link, enter the log-in information. It will prompt you to change your password.
    - You must take the tutorial.
      - Read through all sections.
      - Take the understanding “quiz” at the end.
      - If you pass with a score of 70% or higher, then you have successfully enrolled.
  - While logged in to E-Verify, on the left-hand side, click on “Edit Company Profile.”
  - Print this page and submit with your Reps & Certs package (we have attached an example for your reference)
  - Initial the line “E-Verify MAINTAIN COMPANY page enclosed” on Page 3 of the Reps & Certs package.

### **Insurance Certificate:**

- See NASCO Form # OP-35.4 for detailed information.
- Certificate Holder must be NASCO / Native American Services Corp. Use either the corporate address or your local NASCO office address.
- Descriptions \*MUST\* include:
  - “The Client/Owner and NASCO shall be named as ‘Additional Insureds.’ Including “Completed Operations Liability” and endorsed to your policy “as required by written contract”
  - Project Name / Number
- Minimum Requirements:
  - General Aggregate: \$2,000,000
    - General Aggregate Limit Applies Per Project
  - Automobile Liability: \$1,000,000
  - Workers Compensation: \$1,000,000

## **Reps & Certs Information Guide**

- Umbrella Policy:
  - If General Liability or Workers Compensation does not meet the minimum requirements, but the subcontractor has an Umbrella Policy that will cover the difference in limits, they must include the following:
    - Umbrella Policy Declaration Page
    - Proof that the Umbrella Policy does not exclude Worker's Compensation and Employers Liability up to the required limit.

### **W-9 Form – Request for Taxpayer Identification Number and Certification:**

- Complete the information required for your company
  - Name as shown on income tax return
  - Business name (if different from previous line)
  - Federal tax classification (Individual/sole proprietor, C Corporation, S Corporation, Partnership, Trust/estate, Limited Liability Company)
    - Enter one of the following:
      - C = C corporation
      - S = S corporation
      - P = Partnership
  - Other
  - Address information (number, street, apartment/suite number, city, state, zip code)
  - Taxpayer Identification Number (TIN)
    - Enter either "Social security number" or "Employer identification number" for your company.
- Signature of U.S. person / Date