

## ABCCEDP CONTRACT CHECKLIST

ALL DOCUMENTS MUST BE COMPLETED IN THEIR ENTIRETY AND THE ORIGINALS RETURNED TO THE DEPARTMENT BY **JUNE 1, 2024**, IN ORDER TO PROVIDE SERVICES ON OR AFTER JUNE 30, 2024.

PROVIDERS WHO DO NOT HAVE A COMPLETED CONTRACT PACKAGE IN PLACE BY JUNE 29, 2024, **MUST CEASE PROVIDING SERVICES AFTER THAT DATE.**

**This completed checklist must be returned with the contract package.**

### CONTRACT

- \_\_\_\_\_ Provider's Legal Name (the name registered with the Alabama Secretary of State) must be entered as the contracting entity
- \_\_\_\_\_ Provider's FEIN must be entered on the signature page
- \_\_\_\_\_ Provider's physical address AND billing address must be listed in the provider's signature block on the last page of the Contract
- \_\_\_\_\_ Contract must be signed and dated
- \_\_\_\_\_ The entire original executed Contract must be returned to the Department. Copies are not accepted.

### W-9 OR TAX ID FORM

- \_\_\_\_\_ The form must have been completed, signed, and dated within the past 6 months, using the most recent version of the form (revised October 2018).
- \_\_\_\_\_ The entire form must be completed, including a checkmark for the appropriate box for the provider's federal tax classification in block 3 at the top of the form.
- \_\_\_\_\_ Provider's name, address, and FEIN must be identical to the name, address, and FEIN provided in the Contract, the E-Verify MOU, and provider's registration information in both the State of Alabama Accounting and Resource System (STAARS) and Alabama Buys. Providers must register and be in "active" status in both STAARS and Alabama Buys.  
\*\*SEE enclosed Important Vendor Information  
\*\*SEE enclosed Vendor Information Self Service (VSS) Portal STAARS & Alabama Buys FAQs

### DISCLOSURE STATEMENT

- \_\_\_\_\_ All blanks must be completed and boxes checked. If a question does not apply, enter "N/A."
- \_\_\_\_\_ The form must have been signed, notarized, and dated within the past 6 months.
- \_\_\_\_\_ \*\*\*NOTE: Notary seal or stamp must be present!
- \_\_\_\_\_ The original notarized document must be returned to the Department. Copies are not accepted.

### CERTIFICATE OF COMPLIANCE

- \_\_\_\_\_ All blanks must be completed.
- \_\_\_\_\_ The form must have been signed, witnessed, and dated within the past 6 months.
- \_\_\_\_\_ The original document must be returned to the Department. Copies are not accepted.

### E-VERIFY MEMORANDUM OF UNDERSTANDING (MOU)

- \_\_\_\_\_ Required for entities that meet the definition of a "business entity" or "employer" on the Certificate of Compliance and employ one or more employees within the state of Alabama
- \_\_\_\_\_ Provider's name, address, and FEIN must be identical to the name, address, and FEIN provided in the Contract and the W-9
- \_\_\_\_\_ The entire MOU must be provided, to include the first page, the signature page, the page that includes the FEIN, and any company profile pages that may be applicable. The Company ID number on each page cannot be handwritten.  
\*\*SEE enclosed information regarding E-Verify

- Department of Homeland Security's electronic signature must be present on the signature page.
- Employer's electronic signature must be present on the signature page.
- If an E-Verify Employer Agent was used, the Employer's "wet" signature, the Employer Agent's electronic signature, and the Department of Homeland Security's electronic signature must be present on the signature page.

**\*\*Note: Occasionally, the Contractor's information on the W-9 may not be an exact match with the information on the E-Verify. In such instances, the Contractor will need to provide ADPH with documentation concerning the discrepancy and an explanation as to why the information doesn't match. ADPH Legal and Finance may then need to consult with the State Comptroller's office for review and approval. Discrepancies of this nature occur most often during mergers or with disregarded entities.**

**IMMIGRATION STATUS FORM**

- Must be completed for **individuals and sole proprietorships**, attesting to the immigration status of employees, using the most recently revised form (April 2017)
- A photocopy of an acceptable form of identification (i.e., a driver's license) must be included

**FEE SCHEDULE ON PROVIDER'S LETTERHEAD**

- Must be included

**PROVIDER CHECKLIST**

- ALL items must be completed

**SUBCONTRACTOR FORM**

- Must be completed (provide information for ALL facilities covered under the contract, including the main facility)

**LICENSES**

- Include copies of licenses for all professional staff, including MDs and RNs
- Include a copy of any facility license issued by the Department
- All licenses must be current

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**ABCEDP Regional Coordinators:**

**Dana Padgett** – Colbert, Cullman, Fayette, Franklin, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Marion, Morgan, Walker, Winston counties

**Karen Brock** – Blount, Calhoun, Chambers, Cherokee, Clay, Cleburne, Coosa, DeKalb, Etowah, Jackson, Madison, Marshall, Randolph, St. Clair, Talladega, Tallapoosa counties

**Hazel Cunningham** – Autauga, Bibb, Chilton, Choctaw, Dallas, Elmore, Greene, Hale, Lowndes, Marengo, Perry, Pickens, Shelby, Sumter, Tuscaloosa, Wilcox counties

**Bobbie Roland** – Barbour, Bullock, Coffee, Crenshaw, Dale, Geneva, Henry, Houston, Lee, Macon, Montgomery, Pike, Russell counties

**Amy Ikner** – Baldwin, Butler, Clarke, Conecuh, Covington, Escambia, Mobile, Monroe, Washington counties