

SEND Home Energy Conservation Program

CONTRACTOR Necessary Documentation

Checklist of items that must be submitted to SEND in order to become an approved contractor.

- 1) PROPOSAL INFORMATION – Find RFP on-line [at www.sendcdc.org](http://www.sendcdc.org).
- 2) INDEPENDENT CONTRACTOR AGREEMENT –
- 3) NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT – A separate copy signed by each individual who handles client information
- 4) CERTIFICATE OF INSURANCE – General liability insurance with minimum aggregate limits of \$1,000,000 for bodily injury and property damage. The policy must include a contractual liability endorsement covering Auditor's obligations under this Agreement. The certificates must name the Indiana Builders Association (IBA) as an additional insured, and shall contain a 30-day prior notice provision of cancellation, termination or material change in coverage.
- 5) CERTIFICATE OF INSURANCE FOR WORKMAN'S COMPENSATION INSURANCE IN AMOUNTS REQUIRED BY STATE LAW (or Exemption Certificate, if applicable)
- 6) CERTIFICATE OF SUCCESSFUL COMPLETION - From an authorized training agent of the Indiana Housing and Community Development Authority (IHCDA).
- 7) CLASSIFICATION CERTIFICATION (if applicable)
 - a) Of a Minority Owned Business Entity as defined in IC4-13-16.5
 - OR
 - b) Of a Woman Owned Business Entity as defined in IC4-13-16.5
- 8) CURRENT W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM –
<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>