

List of Required Documents

1. **Insurance:** company MUST provide these
 - a. General business liability
 - b. Auto
 - c. Other

2. **Certifications:** company to provide these IF AVAILABLE
 - a. City, State or Federal Minority/Disadvantaged (SDB, 8a, Hubzone)
 - b. National Minority Supplier Development (NMSDC) certification
 - c. Veteran/Women/Service-Disabled
 - d. Duns Number

3. **References:** company MUST provide these
 - a. Three (3) customer references (names & contact information)
 - b. Dun & Bradstreet Number

4. **Financial Information:** company MUST provide these
 - a. Past 2 years business tax returns
 - b. Past 2 years Profit & Loss statements
 - c. Past 2 years Balance Sheet
 - d. Proof of access to lines of credit (with bank or with supplier)

5. **Organizational information:** company MUST provide these
 - a. Proof of incorporation
 - b. Business License
 - c. Organizational chart (key management positions and description of positions)
 - d. Name & contact information of bank(s)
 - e. Name & contact information of accountant/CPA and attorney