



WSSU

Vendors/Contractors FACT Sheet

Doing business with Winston-Salem State University (WSSU) is a great opportunity for your business. However, in order to do business with WSSU or any State of North Carolina entity requires a certain amount of paperwork and administrative tasks.

1. Provide a written proposal with pricing and company contact information.
2. If you get the job, you will work with a WSSU Project Manager.
3. Be sure to look at any project plans and/or specifications, if applicable (these items may only be available electronically.)
4. Go to the pre-bid meeting to find out all you can about the projects and the issues.
5. Expect to be held to the items outlined in your proposal for services.
6. Ask questions if you are unsure of anything pertaining to your scope of work, contract, or the required paperwork. For assistance contact Brenda Fulmore, Director of Supplier Diversity. See footer at end of page for contact information.
7. Be certain to complete your work within the agreed upon timeframe.
8. Be prepared to provide a certificate of insurance (COI) with the required wording on it. **Example: DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required.) In addition, must show automobile coverage on COI.**

Notwithstanding the preprinted cancellation provisions on this form, coverages afforded under the policies will not be cancelled, reduced in amount nor will any coverages be eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the owner, of such alteration or cancellation.

9. Be prepared to provide a current copy of your contractor, architect, engineer, or privilege license.
10. Ensure that your Project Manager reviews your work before you issue your invoice.
11. Once work is completed, provide a written invoice to the Project Manager.
12. Know that your work and professionalism will be evaluated as with all contractors. Positive evaluations could lead to future contracts.
13. It is recommended to have an active email and telephone number is required. Return telephone calls or emails promptly.
14. A proposal is not an invoice. An invoice is required after a project is completed. Payment terms are generally Net/30.
15. Must be registered on the [State of NC Interactive Purchasing System \(IPS\) site](#).

Date	Time	Vendor Comments		Internal Feedback

If all items were adhered to, please check the box.

