

**Office of Early Childhood**

**Municipal Pre Contract Checklist SFY 2025**

**Did you check that your legal business name for the municipality Vendor name matches the vendor form and what is in CORE?**

**Did you begin the process in your organization if you need board approval?**

**Did you send your CORE USER ID and email to OEC?**

 **Did you ask your CORE liaison to create you a user id?**

 **Did you complete your Vendor profile and send into OEC ?**

 **Did you verify your town has a core liaison and Ct source liaison?**

**Just a reminder – failure to complete the items on your checklist may delay execution of your contract or your first payment!**