



## Office of Early Childhood 2025- Updated

### Pre Contract Checklist

- ☐ For all Vendors- Did you complete your agency Vendor form and send by email to OEC ?
- ☐ Are you registered as a Vendor? Did you check that your legal business name on Business.CT.Gov matches your Vendor name on CTsource, and on your W-9 or other business forms?
- ☐ If your name was different or changed, did you reach out to OEC?
- ☐ If you are a new Vendor, did you send your W-9 to OEC? (with your Agency Vendor Form?)
- ☐ Are you registered on CTsource?
- ☐ For all Vendors-- Did you upload your W-9, OPM 1, insurance rider, and any other required forms on CTsource?
- ☐ For all Vendors-- Did you fill out the workforce analysis in CTsource? Please see slide 29 in the precontract process training slide deck from May 15, 2025 (available on the [OEC Early Start Resources Website](#))
- ☐ Did you complete an ACH form if you would like direct deposit as payment?
- ☐ Did you begin the process for approval in your organization if you need board approval for contracts?
- ☐ Recommended but not required: Does someone at your organization have Vendor access to CORE? If you are registered for Vendor access in CORE, did you send your USER ID to OEC?



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