**Cover Sheet**

**Lead Applicant:** Click or tap here to enter text.

**A. Contact Information**

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap  here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text. Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text. Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

**B. Legal Information**

Type of organization: For-Profit: ☐ Non-Profit: ☐ Government: ☐ Education Institution ☐:  Federal Employer Identification Number (FEIN): Click or tap here to enter text.

DUNS Number: Click or tap here to enter text.

**C. Requirements / Documents** *(quotes submitted without these documents will be considered  incomplete, please see associated links for more information and instructions as to how to acquire  them) Please note that a single copy of all requirements below must be submitted for EACH Partner,  in addition to the lead applicant.*

❏ Registration in the System for Award Management (SAM)

❏ Certificate of Liability Insurance; Including Cyber Insurance Coverage

* Most recent financial audit*(if applicable)*

❏ Certificate of Worker’s Compensation Insurance *(if applicable)*

❏ W9

**D. Additional Requirements**

❏ Agree to Use Partner4Work’s Contract Management Software, Parley Pro, for Contract  Negotiation

❏ By submitting your quotes you certify that you are compliant with the following PA state  integrity policy. If you are not, please submit along with your quotes a written explanation of  why such certification cannot be made