



# **Supplier Ready**

## **PWC iSupplier Portal**

**Economic Inclusion Program**

**MAY 2024**

- ▶ In Operation since: 1905
- ▶ Services Provided:
  - Electric
  - Water
  - Wastewater Services
- ▶ Total Customers: 118,069
- ▶ Number of Employees: 646
- ▶ Six (6) major facility campuses
- ▶ Annual Operating Budget: \$401.9M
- ▶ Total Assets: \$1.44B



## Before You Proceed



- ▶ Does your business provide goods, construction, technology, professional services, or general services that PWC procures?
- ▶ Does your business have the necessary time and resources to invest in the process?
- ▶ Determine whether your business is eligible for any special contracting programs such as “Small Local Supplier Certification” or “Disadvantaged Business Enterprise Certification.”



# PWC Procures

| Goods, Equipment, and Supplies |                   |                  | Construction  | Professional Services | Services                     |
|--------------------------------|-------------------|------------------|---|-----------------------|------------------------------|
| Chemicals                      | Forklifts         | Gatorade         | Electric Transmission and Distribution                        | Architectural         | Temporary Personnel Services |
| Oils & Lubricants              | Office Supplies   | Office Furniture | Substation Support  | Engineering           | Equipment Repair             |
| Vehicle Parts                  | Hand Tools        | Technology       | Water Main and Sewer Construction and Repair                  | Surveying             | Printing/Publishing          |
| Transformers                   | Poles             | Cable            | Building Construction Repair                                  | GIS Mapping           | Landscape & Mowing           |
| Shop Towels/Rags               | Power Tools       | PPE              | HVAC Repair & Maintenance                                     | Annexation Design     | Uniform Lease                |
| Cement                         | Bug Spray         | Cleaner          | Plumbing  | Legal                 | Demolition                   |
| Batteries                      | Flashlights       | Paint            | Construction supporting Water and Wastewater Treatment Plants | Right of Way          | Hauling                      |
| Meters                         | Lighting Fixtures | Vehicles         | Annexation  | I.T. Services         | Painting                     |
| Tie Down Straps                | Meters            | Uniform purchase | Utility Construction  | Consulting            | Pest Control                 |

# What is iSupplier

- ▶ Supplier self-service portal
- ▶ Enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices, etc.
- ▶ Enables PWC and its suppliers to communicate with each other through a secure environment
- ▶ All prospective/new suppliers must be register as a PWC supplier using the iSupplier Portal.
- ▶ Signing up will allow suppliers to receive bid notifications through Constant Contact.

## iSupplier - Doing Business with PWC

iSupplier is the self-service portal for current or new vendors.

The iSupplier self service portal enables suppliers to have real-time access to information regarding open orders, shipments of invoices, etc., and allows for communication with PWC through a secure environment. All suppliers wanting to do business with PWC must register through the iSupplier Portal.

Please note: For optimum viewing and browser functionality, please use Microsoft Internet Explorer or compatible browser.

**New Vendors  
Click Here**

**Existing  
SLS Vendors  
Click Here**

[Click here for help registering as a vendor through iSupplier](#)

For additional assistance, please contact our Economic Inclusion Program Staff at [EIProgram@faypwc.com](mailto:EIProgram@faypwc.com).



## What Suppliers need to Register:

- ▶ Point of Contact Information
  - ▶ Accounts Receivable Address
  - ▶ User Account Information
- ▶ W9
- ▶ NAICS code selection
- ▶ Certificate of Insurance (for services, construction/trades)
- ▶ Capability Statement

## Step 1: Help and Support

### **iSupplier Portal Assistance:**

- ▶ Any questions can be directed to the PWC iSupplier Support Team by e-mail.
- ▶ Hours of Operation: Monday through Friday, 8:00am – 5:00pm EST.
- ▶ E-mail: [isupplier@faypwc.com](mailto:isupplier@faypwc.com)
- ▶ Website: [www.faypwc.com/purchasing/](http://www.faypwc.com/purchasing/)



### **Technical Assistance:**

Free business counseling available from  
SBTDC:

[sbtcd.org/services/programs/gcap/](http://sbtcd.org/services/programs/gcap/)



## Step 2: Registration Overview

- ▶ Provide all valid information including your email address to receive updates from the system about your registration request.
- ▶ The registration form is divided into three (3) pages.
- ▶ The PWC iSupplier Administrator will review your application and if approved, you will be notified via email from [ebs@faypwc.com](mailto:ebs@faypwc.com)
- ▶ Incomplete applications will require additional information. The PWC iSupplier Administrator will send you an email with a URL to update your application and re-submit.
- ▶ Rejected applications will require a new application in the future.
- ▶ **IMPORTANT-** Enter all mandatory fields marked with (\*) sign or fill in any area that appears in **RED**.




# Step 3: Basic Information

**Welcome to Fayetteville PWC's Supplier Vendor Portal**  
[FAYETTEVILLE PWC Supplier Registration Training Manual](#)  
 Please have your Address and Products & Services (that you provide) ready to submit this registration.

**Company Details**

\* Company Name   
(Maximum 40 characters, if exceeds continue on Line 2 of the Address Book.)

\* Tax Country    
Click on the Search icon and type in the abbreviation, ID and then select United States. Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

\* Taxpayer ID/SSN   
Please enter the Taxpayer ID(000-XXXXXX) for your Company. If registering as an individual, enter Social Security Number(99-99-XXXX).

DUNS Number

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**Contact Information**

Please enter a valid email address. The email address entered here will be your username to access your information. Please ensure that PWC Fayetteville's emails are not marked as spam by your email provider.

\* Email

\* First Name


\* Last Name

\* Phone Area Code   
Please Area Code format should be XXX

\* Phone Number   
Please number format should be 000-0000

Phone Extension

Open 1 of 2 | Search

- ▶ Company Name, Country, Tax Country, Tax Registration Number or Taxpayer ID.
- ▶ Under Contact Information, enter email address, name, phone details. This contact will get access to FPWC and will have a **User Account**
- ▶ The entered email address will become the username.
- ▶ Click  button to go to next page.

NOTE: Providing either Taxpayer ID/SSN is mandatory.

# Step 4: Address Book

**Address Book**

At least one entry is required for Address Book

[Create](#)

| Address Name      | Address Details | Purpose | Update | D |
|-------------------|-----------------|---------|--------|---|
| No results found. |                 |         |        |   |

**Contact Directory**

Please include contact info for alternate employees in your organization who should receive general communications about your account.

[Create](#)

| First Name | Last Name | Phone | Email | Requires User Account | Update |
|------------|-----------|-------|-------|-----------------------|--------|
|------------|-----------|-------|-------|-----------------------|--------|



- ▶ To provide your company address under ‘Address Book’ section, click on [Create](#)

**Create Address**

\* Indicates required field

|                      |  |  |  |
|----------------------|--|--|--|
| * Address Type       | <input type="text" value="CORP"/>  | Phone Area Code  | <input type="text"/>   |
|                      | <small>Please replace Address Type 'CORP' with your City Name</small>              | Phone Number   | <input type="text"/>   |
| * Country            | <input type="text" value="United States"/>   | Fax Area Code  | <input type="text"/>   |
| * Address Line 1     | <input type="text"/>   | Fax Number   | <input type="text"/>   |
| Address Line 2       | <input type="text"/>   | * Email Address  | <input type="text"/>   |
| Address Line 3       | <input type="text"/>   |  | <small>Please include the email that corresponds with this address entry</small> |
| Address Line 4       | <input type="text"/>   |  | <small>Please enable the appropriate Address Type</small>                        |
| + City/Town/Locality | <input type="text"/>   | <input checked="" type="checkbox"/> Purchasing Address |  |
| * County             | <input type="text"/>   | <input checked="" type="checkbox"/> Payment Address    |  |
| * State/Region       | <input type="text"/>   | <input checked="" type="checkbox"/> RFQ Only Address   |  |
|                      | <small>Please enter two letter state code.(Example: NC for North Carolina)</small> |  |  |
| Province             | <input type="text"/>   |  |  |
| * Postal Code        | <input type="text"/>   |  |  |

- ▶ Enter address details and company/corporate email address.
- ▶ Click **Apply** button to go to next page.

NOTE: It will allow multiple addresses. If you would like to create more than one entry, use the **Create** button and name each address separately.

The screenshot shows a web form for adding an address. On the left, there are fields for:
 

- \* Address Type (dropdown menu with 'CORP' selected)
- \* Country (dropdown menu with 'United States' selected)
- Address Line 1, 2, 3, 4 (text input fields)
- \* City/Town/Locality (text input field)
- \* County (text input field)
- \* State/Region (text input field with a note: 'Please enter two letter state code (Examples: NC for North Carolina)')
- Province (text input field)
- \* Postal Code (text input field)

 On the right, there are fields for:
 

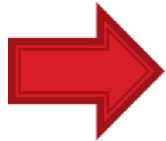
- Phone Area Code (text input field)
- Phone Number (text input field)
- Fax Area Code (text input field)
- Fax Number (text input field)
- \* Email Address (text input field)

 Below the form, there is a callout box titled 'Please enable the appropriate Address Type' with three checked options:
 

- Purchasing Address
- Payment Address
- RFQ Only Address

- ▶ **Purchasing Address – Is this the Address that the Purchase Order is to be issued?**
- ▶ **Payment Address – Remittance Address**
  - If the address is the same for both Purchase Address and Payment address click both. If they are different make separate addresses using the same steps.
- ▶ **RFQ Only Address – Is not needed at this time.**

## Step 5: Contact Directory



**Contact Directory**

Please include contact info for alternate employees in your organization who should receive general communications about your account.

**Create**

| First Name | Last Name | Phone        | Email              | Requires User Account |
|------------|-----------|--------------|--------------------|-----------------------|
| Test       | Test      | 910-111-1111 | Testing@nomail.com | ✓                     |

- ▶ At least one entry is required.
- ▶ Suppliers can have multiple users to access the iSupplier Portal system.
- ▶ Under ‘Contact Directory’, click  button to add additional users who may need to access.

# Contact Directory

|                |                      |                           |                      |
|----------------|----------------------|---------------------------|----------------------|
| Contact Title  | <input type="text"/> | Phone Area Code           | <input type="text"/> |
| * First Name   | <input type="text"/> | Phone Number              | <input type="text"/> |
| Middle Name    | <input type="text"/> | Phone Extension           | <input type="text"/> |
| * Last Name    | <input type="text"/> | Alternate Phone Area Code | <input type="text"/> |
| Alternate Name | <input type="text"/> | Alternate Phone Number    | <input type="text"/> |
| Job Title      | <input type="text"/> | Fax Area Code             | <input type="text"/> |
| Department     | <input type="text"/> | Fax Number                | <input type="text"/> |
| Contact Email  | <input type="text"/> |                           |                      |
| URL            | <input type="text"/> |                           |                      |

**Supplier User Account**

Create User Account For The Contact

- ▶ An email address for each contact is mandatory if additional contacts wish to access iSupplier Portal.
- ▶ If you would like additional users to have a User Account, mark the 'Create User Account For The Contact' box. These users will have the ability to change information to include banking information.

# Step 6: Business Classification

| Classification   | Applicable               |
|--|--------------------------|
| Certificate of Insurance                                       | <input type="checkbox"/> |
| Emergency Management   | <input type="checkbox"/> |
| Federal 8(a)   | <input type="checkbox"/> |
| Federal ASMPP - Small Mentor Protégé Program                   | <input type="checkbox"/> |
| Federal EDWOSB - Economically Disadvantaged Women-owned        | <input type="checkbox"/> |
| Federal HUBZone  | <input type="checkbox"/> |
| Federal MBE - Minority Business Enterprise                     | <input type="checkbox"/> |
| Federal SDB - Small Disadvantaged Business                     | <input type="checkbox"/> |
| Federal SDVOSB - Service Disabled Veteran Owned Small Business | <input type="checkbox"/> |
| Federal VOSB - Veteran Owned Small Business                    | <input type="checkbox"/> |
| Federal WOSB - Women Owned Small Business                      | <input type="checkbox"/> |

|   |                          |
|---|--------------------------|
| LEED - Leadership in Energy and Environmental Design                        | <input type="checkbox"/> |
| Local Business - Physical presence in Cumberland, Harnett or Hoke County    | <input type="checkbox"/> |
| NCDOA HUB - NC Dept of Administration Historically Underutilized Businesses | <input type="checkbox"/> |
| NCDOT ACDBE - Airport Concession Disadvantaged Business Enterprise          | <input type="checkbox"/> |
| NCDOT DBE - Disadvantaged Business Enterprise                               | <input type="checkbox"/> |
| NCDOT MBE - Minority Business Enterprise                                    | <input type="checkbox"/> |
| NCDOT SBE - Small Business Enterprise                                       | <input type="checkbox"/> |
| NCDOT SPSF - Small Professional Service Firm                                | <input type="checkbox"/> |
| NCDOT WBE - Woman Business Enterprise                                       | <input type="checkbox"/> |

| Classification       | Applicable               |
|----------------------|--------------------------|
| Other                | <input type="checkbox"/> |
| Small Local Supplier | <input type="checkbox"/> |

Check 'Applicable' box for one or multiple classification's that are applicable to your business.

## Step 7: Products and Services

**Products and Services**







Please select the NAICS commodity codes for all products and services that you can provide to PWC. Be sure to check the subcategories to see a complete list of available codes.

- ▶ At least one NAICS code is required.
- ▶ These codes will be listed on your Supplier Profile for PWC Departments to locate your business for Request for Quotes.
- ▶ If Suppliers would like to look for codes before registration:  
[www.census.gov/naics/](http://www.census.gov/naics/)
- ▶ Hit the  button to open the list of codes to choose from.





STEP-1: Click on 'View Sub-Categories' for the applicable Product and Services Category


Browse All Products & Services  
 Search for Specific Code and Product


| Code | Products and Services  | View Sub-Categories   | Applicable               |
|------|--|---|--------------------------|
| 11   | Agriculture, Forestry, Fishing and Hunting                               |  | <input type="checkbox"/> |
| 22   | Wholesale Trade  |  | <input type="checkbox"/> |
| 23   | Construction   |  | <input type="checkbox"/> |
| 32   | Manufacturing  |  | <input type="checkbox"/> |
| 33   | Manufacturing  |  | <input type="checkbox"/> |
| 42   | Wholesale Trade  |  | <input type="checkbox"/> |
| 44   | Retail Trade   |   |                          |
| 45   | Retail Trade   |   |                          |
| 48   | Transportation and Warehousing   |   |                          |
| 51   | Information  |   |                          |
| 52   | Finance and Insurance  |   |                          |
| 53   | Real Estate and Rental and Leasing                                       |   |                          |
| 54   | Professional, Scientific, and Technical Services                         |   |                          |
| 56   | Administrative and Support and Waste Management and Remediation Services |   |                          |


**View Sub-Categories**











# Products & Services

- Browse All Products & Services
- Search for Specific Code and Product

| Code | Products and Services  |
|------|--|
| 11   | Agriculture, Forestry, Fishing and Hunting                               |
| 22   | Wholesale Trade  |
| 23   | Construction   |
| 32   | Manufacturing  |
| 33   | Manufacturing  |
| 42   | Wholesale Trade  |
| 44   | Retail Trade   |
| 45   | Retail Trade   |
| 48   | Transportation and Warehousing   |
| 51   | Information  |
| 52   | Finance and Insurance  |
| 53   | Real Estate and Rental and Leasing                                       |
| 54   | Professional, Scientific, and Technical Services                         |
| 56   | Administrative and Support and Waste Management and Remediation Services |



**View Sub-Categories**

Click 'Applicable' for one or more Sub Categories.

Additional choices will be listed under Sub-Categories.

**Add Products and Services: 23 :Construction (test)**

Cancel Apply

| Code   | Products and Services  | View Sub-Categories | Applicable               |
|--------|--|---------------------|--------------------------|
| 236210 | Industrial Building Construction                                 |                     | <input type="checkbox"/> |
| 236220 | Commercial and Institutional Building Construction               |                     | <input type="checkbox"/> |
| 237110 | Water and Sewer Line and Related Structures Construction         |                     | <input type="checkbox"/> |
| 237130 | Power and Communication Line and Related Structures Construction |                     | <input type="checkbox"/> |
| 238150 | Glass and Glazing Contractors                                    |                     | <input type="checkbox"/> |
| 238160 | Roofing Contractors  |                     | <input type="checkbox"/> |
| 238190 | Other Foundation, Structure, and Building Exterior Contractors   |                     | <input type="checkbox"/> |
| 238220 | Plumbing, Heating, and Air                                       |                     | <input type="checkbox"/> |
| 238290 | Other Building Equipment Contractors                             |                     | <input type="checkbox"/> |
| 238390 | Other Building Finishing Contractors                             |                     | <input type="checkbox"/> |
| 238910 | Site Preparation Contractors                                     |                     | <input type="checkbox"/> |
| 238990 | All Other Specialty Trade Contractors                            |                     | <input type="checkbox"/> |



Step 3 of 3

**Attachments**

You may include a W9, capability statement, voided check or other related documents to support your organization.

**\*\* Please do not use browser 'Go Back' button**

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. |      |             |          |                 |              |       |        |        |

Step 3 of 3

- ▶ Suppliers may add attachments
  - ▶ W9
  - ▶ Certificate of Insurance
  - ▶ Capability Statement
- ▶ Hit  when complete

- ▶ Submit the application once all mandatory details are entered. Your application will be received by PWC iSupplier Administrator for approval process. You will receive an email containing a URL.
- ▶ You may use this URL to monitor the status of the application.
- ▶ Once your application is approved, you will receive an email from [ebs@faypwc.com](mailto:ebs@faypwc.com) containing your username and initial log-In password.
- ▶ Banking information may be added once a Supplier is approved by the **iSupplier User Account holder**.

# W9 Template Reference



**W-9** Request for Taxpayer Identification Number and Certification

Form 1099-ISC (Rev. 10-2018)  
Department of the Treasury  
Internal Revenue Service

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

OR

**Employer identification number**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

# COI Template Reference



DATE (MM/DD/YYYY)

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |
|--|---|
| <b>PRODUCER</b><br>CONTACT NAME:<br>PHONE (A.C. No., Ext.):<br>E-MAIL:<br>ADDRESS:<br>INSURER(S) AFFORDING COVERAGE:<br>NAIC # | FAX (A.C. No.):<br>INSURER A:<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |
|--|---|

**INSURED**

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSURER  | TYPE OF INSURANCE  | INSURANCE | POLICY NUMBER | POLICY PERIOD | POLICY PERIOD | LIMITS  |
|--|--|-----------|---------------|---------------|---------------|---|
| LTR  |  | IND. SUB. |               | (MM/DD/YYYY)  | (MM/DD/YYYY)  |   |
|  | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |               |               |               | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea. occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$ |
|  | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS                       |           |               |               |               | COMBINED SINGLE LIMIT (Ea. accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                    |
|  | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED.    RETENTION \$   |           |               |               |               | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|  | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           |               |               |               | BEN.    STATUTE    OTH. ER<br>\$<br>\$<br>\$  |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) |  |           |               |               |               |   |

|                           |   |
|---------------------------|---|
| <b>CERTIFICATE HOLDER</b> | <b>CANCELLATION</b>   |
|                           | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE |

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# Capability Statement Template



## CAPABILITY STATEMENT Guide

Title this document: Capability Statement

Show your logo and contact information, with a specific person's name, phone and email.

TargetGov Tip: This is a CONTENT guide, not a design guide. Add color & graphic elements!

### Use this section title: Core Competencies

Short introduction statement relating the company's core competencies to the agency's specific needs followed by key-word heavy bullet points

#### TargetGov Tips:

- No long paragraphs
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency, prime or teaming opportunity
- Tailor each Capability Statement to the agency mission or specific opportunity
- Call this document a Capability Statement
- Preferably, this Capability Statement is one page, one side
- Go to two sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint or other format
- Keep the file format small, definitely under 1MB
- Use the whole page, keep page margins small

### Section Title: Past Performance

List past customers for whom you have done *similar* work. **Prioritize** by related agency, to all federal to other government to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list it.

TargetGov Tip: Ideally, include specific contract details and contact information for immediate references. Include name, title, email, phone.

### Section Title: Differentiators

Identify what makes you different from your competitors and how this benefits the targeted agency

TargetGov Tip: Relate your key differentiators to the specific needs of the agency, prime or teaming partner.

### COMPANY DATA

One very brief company description detailing pertinent data.

TargetGov Tip: Readers will visit your web site for additional information. Make sure your web site is constantly updated and government-focused. Use graphics if they help tell your story and describe your fit with the target.

### List Specific Pertinent Codes and Data:

- DUNS
- CAGE Code
- NAICS (a reasonable number, fewer than 15)
- Socio-economic certifications: 8(a), HUB Zone, SDVOB, WOSB, etc.
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number(s) and SINs
- Other federal contract vehicles
- BPA's and other federal contract numbers
- Pertinent teaming agreements

Your logo, address, phone numbers (voice, mobile and fax) email, web site and other related contact information

# Becoming a Supplier Checklist

- ✓ Provide goods or services that PWC utilizes
  - ❑ Supplies, equipment, construction, professional services, technology, and general services
- ✓ Review Service Agreement PWC Terms and Conditions
  - ❑ Ability to meet insurance requirements
- ✓ Contact the Local Procurement Vendor Analyst
  - ❑ Register/attend a Supplier Event(s)
- ✓ iSupplier Registration, W9, certificate of insurance (COI), and capability statement
  - ❑ Added to Supplier Directory
- ✓ Does your business hold any certifications?
- ✓ Is your Business Local?
- ✓ Is your Business Small and Local?



PWC Departments may reach out for a quote.



Please feel free to attend pre-bid meetings.



The screenshot shows the PWC Fayetteville's website with a navigation bar at the top containing links for HOME, REPORT EMERGENCY, STORM CENTRAL, ELECTRIC OUTAGE MAP, ESPANOL, and ACCOUNT LOGIN. Below the navigation bar is a search bar and a list of service categories: RESIDENTIAL, BUSINESS, ENVIRONMENTAL/CONSERVATION, and ABOUT PWC. The main content area is titled "Procurement" and features a sub-header "Your Connection to Procurement Opportunities!". Below this, there is a paragraph explaining PWC's strategic priority to encourage economic growth. The page is organized into a grid of six circular icons representing different procurement opportunities: iSupplier Portal, Bid Opportunities, Events, SLS Program, MWDBE Program, and FAQ/Training. To the right of the grid is a sidebar with a "Procurement" section containing a list of links: Procurement, iSupplier Registration, iSupplier Portal, Bids, Events, Small Local Supplier (SLS) Program, MWDBE Program, and FAQ/Training. Below this list is a "Quick Links" section with links to: How to Do Business Guide, MWDBE Guide, SLS Infographic, SLS Self-Certification Form, iSupplier Registration, and Sign Up for Bid Notifications. At the bottom of the page, there is a call to action: "Do you want to stay up to date with the latest procurement opportunities? Sign up below to receive our weekly e-blast" followed by a "Subscribe" button.

[www.faypwc.com/purchasing/](http://www.faypwc.com/purchasing/)

## Sign up for iSupplier Classes and Bid Notifications

[HOME](#) [REPORT EMERGENCY](#) [STORM CENTRAL](#) [ELECTRIC OUTAGE MAP](#) [ESPAÑOL](#) [ACCOUNT LOGIN](#)  
 CUSTOMER SERVICE (910) 483-1382  
[RESIDENTIAL](#) [BUSINESS](#) [ENVIRONMENTAL/CONSERVATION](#) [ABOUT PWC](#)

### Procurement

#### Your Connection to Procurement Opportunities!

PWC has a **strategic priority** to encourage growth of economic opportunities for our region. We actively seek out opportunities to partner with regional suppliers to accomplish the work of the utility and to increase local supplier spend.

**iSupplier Portal**

**Bid Opportunities**

**Events**

**SLS Program**

**MWDBE Program**

**FAQ/Training**

Do you want to stay up to date with the latest procurement opportunities? Sign up below to receive our weekly e-blast

[Subscribe](#)

**Procurement**

- Procurement
- iSupplier Registration
- iSupplier Portal
- Bids
- Events
- Small Local Supplier (SLS) Program
- MWDBE Program
- FAQ/Training

**Quick Links**

- How to Do Business Guide
- MWDBE Guide
- SLS Infographic
- SLS Self-Certification Form
- iSupplier Registration
- Sign Up for Bid Notifications

For PWC bid tabs, project data requests, vendor applications, or to discuss future procurement opportunities:  
 Contact our Economic Inclusion Program Staff at [EIPProgram@faypwc.com](mailto:EIPProgram@faypwc.com).

[HOME](#) [REPORT EMERGENCY](#) [STORM CENTRAL](#) [ELECTRIC OUTAGE MAP](#) [ESPAÑOL](#) [ACCOUNT LOGIN](#)  
 CUSTOMER SERVICE (910) 483-1382  
[RESIDENTIAL](#) [BUSINESS](#) [ENVIRONMENTAL/CONSERVATION](#) [ABOUT PWC](#)

### Bids

The Procurement Department is responsible for the procurement of materials, supplies, services, and equipment to enable the efficient operating of departments within PWC. Procurement also oversees and administers bids and contracts related to electric, water, and sewer construction.

Listed below are current bid opportunities for PWC. Click on each project for project information and bid documents. Please direct questions regarding bids to the project point of contact listed in the bid documents.

#### Current Bids

For the latest bid opportunities, sign up to receive notifications!

[Subscribe](#)

**Procurement**

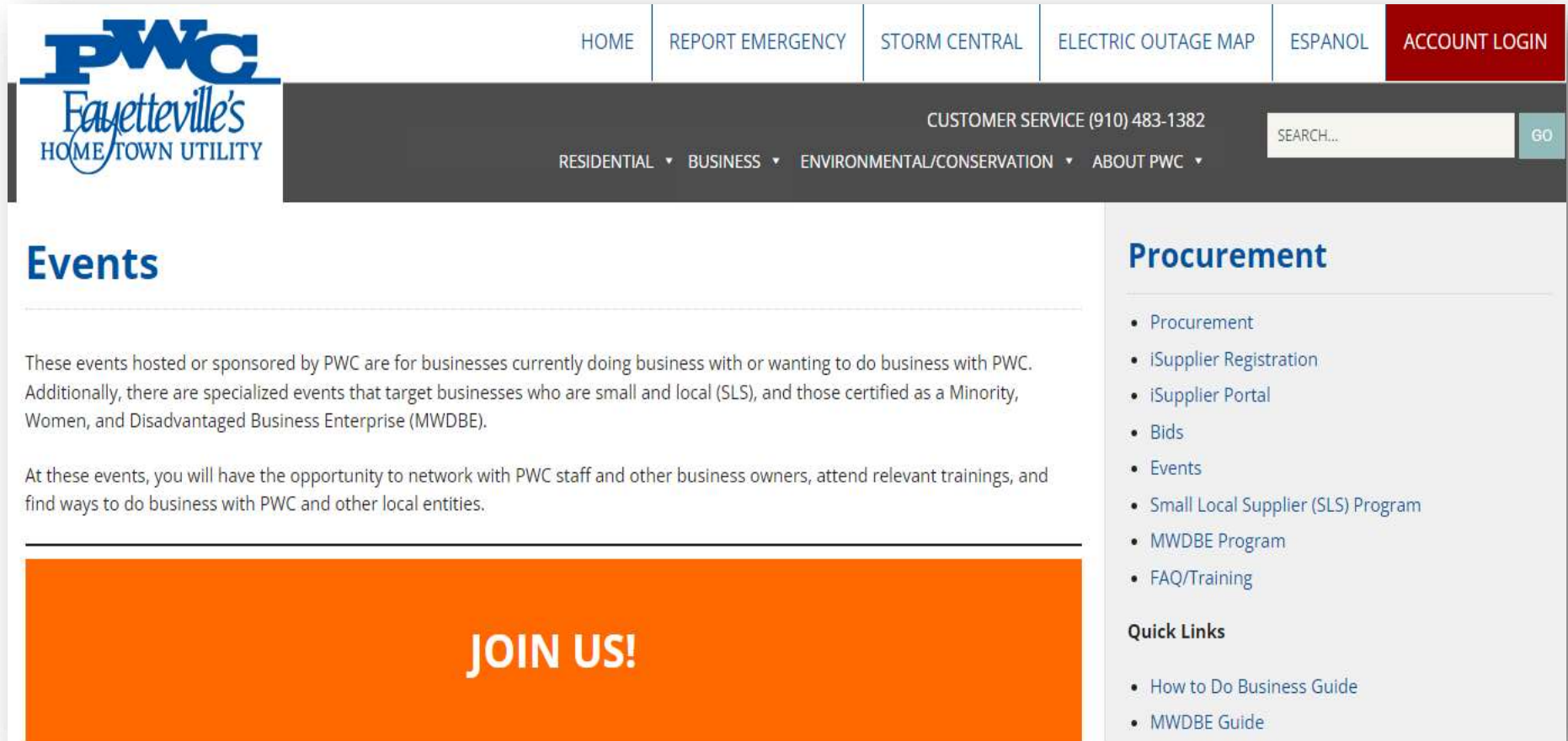
- Procurement
- iSupplier Registration
- iSupplier Portal
- Bids
- Events
- Small Local Supplier (SLS) Program
- MWDBE Program
- FAQ/Training

**Quick Links**

- How to Do Business Guide

[www.faypwc.com/purchasing/](http://www.faypwc.com/purchasing/)

# Where to find this Presentation



The screenshot shows the PWC Fayetteville's HOME/TOWN UTILITY website. The navigation bar includes links for HOME, REPORT EMERGENCY, STORM CENTRAL, ELECTRIC OUTAGE MAP, ESPANOL, and ACCOUNT LOGIN. A search bar is located on the right with a GO button. The main content area features a 'Procurement' sidebar with links to Procurement, iSupplier Registration, iSupplier Portal, Bids, Events, Small Local Supplier (SLS) Program, MWDBE Program, and FAQ/Training. The 'Quick Links' section includes How to Do Business Guide and MWDBE Guide. The 'Events' section contains text about business events and a large orange 'JOIN US!' button.

## Events

These events hosted or sponsored by PWC are for businesses currently doing business with or wanting to do business with PWC. Additionally, there are specialized events that target businesses who are small and local (SLS), and those certified as a Minority, Women, and Disadvantaged Business Enterprise (MWDBE).

At these events, you will have the opportunity to network with PWC staff and other business owners, attend relevant trainings, and find ways to do business with PWC and other local entities.

**JOIN US!**

## Procurement

- Procurement
- iSupplier Registration
- iSupplier Portal
- Bids
- Events
- Small Local Supplier (SLS) Program
- MWDBE Program
- FAQ/Training

### Quick Links

- How to Do Business Guide
- MWDBE Guide

<https://www.faypwc.com/supplier-events>