

COMMUNITY PRIORITY FUND

Contracting Checklist

Contract Requirements

Provide Washtenaw County with the following documents/information:

- Completed contracting questionnaire (online form)
- Finalized scope of work (SOW) using the provided template
- Finalized budget using the provided template
- Current Insurance certificates OR written request for waiver (to be reviewed by Washtenaw County Risk Management)
 - Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee
 - Commercial General Liability Insurance with combined single limit of \$1,000,000 each occurrence for bodily injury and property damage, with Washtenaw County added as "additional insured" with respect to the services provided under this agreement
 - Automobile Liability Insurance covering all owned, hired and non-owned vehicles being used for any organization-related business with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage
- Most recent 990 forms or tax returns, last two years preferred
- Most recent audit statement or report, if organization has completed an audit
- Completed W-9 form, OR vendor number if already registered as a vendor with Washtenaw County
- Completed Electronic Payment Request ACH form (to receive payments via direct deposit; otherwise will be paid by check via USPS)
- SAM.gov registration number OR completed SAM.gov questionnaire if a DUNS is not available
- Copy of organizational policies & procedures to meet federal Uniform Guidance, preferably on organization's letterhead (*Washtenaw County can provide examples if needed)
 - Conflict of interest policy
 - Procurement policy/procedure*
 - Financial policy / internal controls (brief summary)
 - Drug-free workplace policy*
- Completed capital expenditures information form if planning capital expenditures under CPF

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