

**CONTRACTING REQUIREMENTS**

- Any contract resulting from this RFP will be between the City of Seattle, through its Human Services Department, and the applicant agency (referred to as “Contractor” in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Services Agreement (MASA). These requirements shall be included in any contract awarded as a result of the RFP and are not negotiable. A copy of the MASA is available on [HSD’s Information for Grantees web page](#).
- All organizations and businesses receiving federal assistance are required to provide a Data Universal Numbering System (DUNS) number and must have their DUNS number registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). The DUNS number is a unique nine-digit identification number issued by the commercial company Dun & Bradstreet (D&B) and is issued free of charge. To register for a DUNS number, call the toll-free number 1-800-526-9018 or apply on-line at <https://iupdate.dnb.com>. Registration in SAM is also free of charge. HSD will not execute a contract that includes federal funds until the agency’s registration is active in SAM.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated herein and in any resulting contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded through this RFP must publicly recognize HSD’s contribution to the program.
- Contractors will maintain a commercial general liability insurance policy with a minimum limit of \$1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of any resulting contract against unauthorized use, access, disclosure, modification or loss.

## APPENDIX F – CONTRACTING REQUIREMENTS

- Contractors must be able to collect and report data as described in Section VI of the Guidelines and Application Instructions.
- HSD and the contractor may choose to bundle multiple projects of the same program type into one contract.