

HSD Contracting Requirements

- Any contract resulting from this funding opportunity 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 General Terms and Conditions (GTC) of the Human Services Department. These requirements shall be included in any contract awarded as a result of this funding opportunity and are not negotiable. An [example of the GTC Agreement](#) is available on the HSD Funding Opportunities page.
- 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 the 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 funding opportunity must publicly recognize HSD’s contribution to the program.
- Contractors will maintain insurance coverage and limits that meet the requirements outlined in Section 510 of the General Terms and Conditions Agreement (GTC), naming the City of Seattle as an additional 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.
- Contractors must be able to collect and report data as described in this funding opportunity.