

Contract/Amendment Package Check List

Tasks	✓
Provide two copies of the Contract/Amendment Package	
Sign contract/amendment	
Have witness sign contract/amendment	
Ensure signatures are in blue ink	
Ensure the person signing the contract/amendment is authorized to sign per Sunbiz. If not, include a certificate/affidavit/letter from the agency giving signature authority to the signer.	
Attach Work Plan	
Ensure Work Plan is marked appropriately (Exhibit A for initial contract, AI for Amendment I, etc.)	
Ensure Work Plan has the same service title as on the contract/amendment	
Email Work Plan to Program Manager	
Complete both Budget - Appendix for each service category and Total Agency Budget and return to Program Manager.	
Ensure the total/s on the budget sheets match the total on the contract/amendment for each service category	
Ensure the Financial Reconciliation Statement Template is attached as the renamed Exhibit B.	
Attach Certificate of Insurance (COI)	
Ensure agency name on the COI matches the agency name on the contract/amendment and is spelled out completely (NO ACRONYMS)	
Ensure that the expiration date is equal to or longer than the date of the Board of County Commission agenda item	
Ensure General Liability PER OCCURRENCE or CLAIMS MADE WITH RETRO DATE	
Ensure if HIRED/NON-OWNED AUTOS only is checked to include a Auto Coverage Letter	
Ensure if SCHEDULED AUTOS is checked include a list of covered autos	
Ensure WORKERS COMPENSATION insurance is included	
Is Professional Liability PER OCCURRENCE or CLAIMS MADE WITH RETRO DATE?	
Ensure Palm Beach County is named as an additional insured and that the Additional Insured statement includes "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents"	
Ensure the CERTIFICATE HOLDER section contains correct address for the Department of Community Services, 810 Datura Street, West Palm Beach, FL 33401	
Ensure if agency is subcontracting to include a letter substantiating that the subcontractor is maintaining the same insurance limits as the agency	
Attach the three federal forms (for initial contract only)	
Ensure the 2 packages are in the order listed below:	
Contract/Amendment	
Work Plan/s	
Budget Template/s for each service category (Budget - Appendix)	
Total agency budget	
Financial Reconciliation Statement Template	
Federal form- Assurances Non Construction Programs SF424B	
Federal form- Assurance of Compliance HHS-690	
Federal form- Certifications PHS 5161-1	
COI	