

CONTRACT SIGNATURE INSTRUCTIONS

A binding contractual agreement requires the signatures of both the contractor and the Department of Human Services (DHS) Director or designee. Any questions concerning these procedures can be directed to the Division of Contracts and Rate Setting (DCRS) by calling (517) 373-3724.

1. Verify the contract or amendment contains the agreed upon terms. If this is a unit rate contract, verify the contract has the agreed upon rate. If this is an actual cost contract or amendment, verify the budgets have the agreed upon dollar amounts. If a disagreement is noted, **do not sign** the contract and contact the DHS contract administrator with an explanation of the problem. The contract administrator will resolve the issue.
2. Sign both copies of the contract or amendment beneath the contractor name on the last page. If this is an actual cost contract or amendment, be sure to attach the budget(s) before signature. If this is a unit rate contract or amendment, there should be no budget attached. A person authorized to sign for the organization must sign the contracts or amendments.
3. Print the name and title of the person signing the contracts or amendments beneath the signature.
4. Obtain the signature of a witness to the contract/amendment signer's signature. Record signature in the "Witness" section located to the left of the contract/amendment signature. The space provided for a signature binding DHS to the Agreement is for the use of the DHS Director or authorized designee. This space should remain blank.
5. Mail two (2) copies of the contract/amendment with original signatures to:

Michigan Department of Human Services
Division of Contracts & Rate Settings
Grand Tower, Suite 1201
P.O. Box 30037
Lansing, MI 48909

NOTE: All contractors must be registered on the Michigan Accounting Information Network (MAIN) to receive payment. You may register as a Vendor online at www.cpexpress.state.mi.us or by calling Vendor Registration at 517-373-4111.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.