

CONTRACT/GRANT SIGNATURE INSTRUCTIONS

Michigan Department of Human Services

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 Office of Logistics and Rate Setting (OLRS) by calling (517) 373-3724.

DHS STAFF:

1. Send the attached PDF file to the Contractor and have them do the following:

CONTRACTOR:

1. Verify the agreement, and budget if applicable, contains the agreed upon terms. If a disagreement is noted, do not sign the agreement. Contact the Contract Administrator to resolve the issue.
2. Print two copies of the attached PDF file. If the agreement billing method is actual cost the budget must be attached to the agreement when it is returned to OLRs.
3. Sign both copies of the agreement beneath the Contractor name (the last page before the budget). The person who signs the agreement must be authorized to sign for the organization.
4. Print the name of the person signing the agreement beneath the authorized signature.
5. Contractor must furnish to DHS a certificate(s) of liability insurance verifying insurance coverage. All certificate(s) must contain a provision indicating that coverage afforded under the policies shall not be cancelled, materially changed, or not renewed without 30 days prior written notice to DHS.
6. Mail two copies of the agreement (with original signatures) and all budget worksheets to the address below.
7. If the agreement billing method is actual cost, and the budget worksheets are not included, the agreement will be voided.

Michigan Department of Human Services
Office of Logistics & 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.