



WA Cares Fund Request for Approval to Subcontract Checklist

Contractor's Name	Contract Number	
Contracted Services to be Provided		
Proposed Subcontractor's Name		
<p>The undersigned Contractor has verified and hereby certifies that the proposed subcontractor named above meets the following criteria for DSHS approval to subcontract. The proposed contractor:</p> <ul style="list-style-type: none"> • Has the qualifications required under the Contract to provide services. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable • Has staff who meet the qualifications required under the Contract who will provide services. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable • Has liability insurance coverage and in the amounts as required under the Contract. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable • Has agreed to adhere to all confidentiality and data security obligations in the Contract. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <p>Explain any "No" or "Not applicable" responses to the above (attach a separate sheet if necessary).</p>		
<p>Contractor understands and acknowledges, by signing below, that:</p> <ul style="list-style-type: none"> • Contractor shall ensure, and shall require of its subcontractor, that services provided by the subcontractor are provided in accordance with the terms and conditions of the Contract; and Contractor is responsible for the acts and omissions of the subcontractor.¹ • Contractor shall ensure that the subcontractor and subcontractor's staff who will have unsupervised access to children or vulnerable adults served under the Contract have each completed and received a satisfactory background check before providing services to DSHS clients, as required under the Contract.² • Contractor shall ensure that the subcontractor has and maintains insurance with the same types and limits of coverage as required of the Contractor under the Contract.³ • Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in the subcontract,⁴ including all confidentiality and data security requirements.⁵ • All contract terms in the above-referenced contract remain in full force and effect and nothing in this Checklist shall be construed as waiver of terms in the above-referenced Contract. • DSHS has the right to withdraw approval for subcontracting if terms of the Contract are not adhered to. 		
Contractor's Signature	Date	Title
Approving Manager's Signature	Date	Printed Name and Title

¹ **Subcontracting** section and **Indemnification and Hold Harmless** section, General Terms and Conditions

² **Background Checks** section Special Terms and Conditions

³ **Subcontractors** subsection of **Insurance** section, Special Terms and Conditions

⁴ **Subcontracting** section General Terms and Conditions

⁵ **Confidentiality** section General Terms and Conditions and Data Security Requirements Exhibit