



DCYF Checklist: Subcontractor Approval Request

For client services provided by a County Agency under a DCYF contract

CONTRACTOR'S NAME	DSHS CONTRACT NUMBER															
SERVICES 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 DCYF approval to subcontract.</p> <table style="width:100%; border: none;"> <tr> <td style="width:80%;">The proposed subcontractor:</td> <td style="width:10%; text-align: center;">YES</td> <td style="width:10%; text-align: center;">NO</td> </tr> <tr> <td>1. Has staff who meet the qualifications required under the Contract who will provide services.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Has liability insurance coverage and in the amounts as required under the Contract.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Has been informed of and will adhere to confidentiality requirements under the Contract.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Has been informed of and will adhere to data security requirements under the Contract.....</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Explain in detail any "No" responses on an attached page.</p>		The proposed subcontractor:	YES	NO	1. Has staff who meet the qualifications required under the Contract who will provide services.....	<input type="checkbox"/>	<input type="checkbox"/>	2. Has liability insurance coverage and in the amounts as required under the Contract.....	<input type="checkbox"/>	<input type="checkbox"/>	3. Has been informed of and will adhere to confidentiality requirements under the Contract.....	<input type="checkbox"/>	<input type="checkbox"/>	4. Has been informed of and will adhere to data security requirements under the Contract.....	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Contractor, by signing below, certifies and ensures that:</p> <ul style="list-style-type: none"> • Services provided by the subcontractor are provided in accordance with the terms and conditions of the Contract. • Subcontractor and subcontractor's staff who will have unsupervised access to children served under the Contract have each completed and received a satisfactory background check before providing services to DCYF clients, as required under the Contract.¹ • Subcontractor and subcontractor's staff understand and fully implement the requirements related to data security including the use, protection, storage and destruction of data and the restrictions related to electronic and mobile devices.² • Subcontractor has and maintains insurance within the limits of coverage as required under the Contract.³ • All terms, conditions, assurances and certifications set forth in this Contract are included in the subcontract.⁴ This includes, but is not limited to all requirements related to the use and management of confidential information.^{5, 6} • 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. • DCYF has the right to withdraw approval for subcontracting if terms of the agreement are not adhered to. 																
CONTRACTOR'S SIGNATURE	DATE	TITLE														

¹ Background Checks section, Program Requirements
² Data Security Requirements section, Special Terms and Conditions
³ Insurance Requirements section, Special Terms and Conditions
⁴ Subcontracting section, General Terms and Conditions
⁵ Confidentiality section, General Terms and Conditions
⁶ Confidentiality – Additional Requirements section, Program Requirements