

Contractor \_\_\_\_\_

CFMS # \_\_\_\_\_

Amount \_\_\_\_\_

HCSD # \_\_\_\_\_

### ***HOSPITAL CHECKLIST FOR CONTRACTS***

CONTRACT (specify and check one):

\_\_\_\_ New contract (including RFP contract)

\_\_\_\_ Old - increased money

\_\_\_\_ Old - same or less money

#### CONTRACT

#### CIRCLE ONE

Does the contract have a beginning and ending date?	Y	N	N/A
Does the contract specify a maximum amount?	Y	N	N/A
Has the contractor signed the contract?	Y	N	N/A
Has the administrator signed the contract?	Y	N	N/A
Does the contract have a "sanctions" statement on signature page?	Y	N	N/A
Is the contract for consulting services?	Y	N	N/A
If yes, are resumes attached?	Y	N	N/A
If yes, is the contract for services greater than \$49,999?	Y	N	N/A
If yes, is an RFP attached?	Y	N	N/A

#### CLAUSES

Does the contract contain a Tax Clause?	Y	N	N/A
Does the contract contain an Assignability Clause?	Y	N	N/A
Does the contract contain a Legislative Auditor Clause?	Y	N	N/A
Does the contract contain a DOA Approval Clause?	Y	N	N/A
Does the contract contain a Termination Clause?	Y	N	N/A
Does the contract contain a Fiscal Funding Clause, if any?	Y	N	N/A

#### ATTACHMENTS

Is the contractor a corporation?	Y	N	N/A
If yes, is the <b>current</b> Board Resolution attached?	Y	N	N/A
If yes, does Board Resolution have an original signature?	Y	N	N/A
Is the corporation a for-profit corporation?	Y	N	N/A
If yes, is a <b>current</b> Disclosure Affidavit form attached?	Y	N	N/A
If yes, is the Disclosure Affidavit form stamped?	Y	N	N/A
Or, current Certificate from Secretary of State?	Y	N	N/A
Is the corporation an out-of-state corporation?	Y	N	N/A
If yes, is the Certificate of Authority attached & <b>current</b> ?	Y	N	N/A
Is the Summary of Information form attached?	Y	N	N/A
If yes, is the Summary signed by the administrator?	Y	N	N/A
Are Goals/Objectives included?	Y	N	N/A
Is previous contract information included?	Y	N	N/A

