



Division of Prevention and Preparedness
Contract Management Unit
Subcontractor Data Sheet

Instructions: Complete one form for each subcontract **equal to or greater than \$100,000**. Submit **one** cumulative form for each subcontractor. If vendor name is not known prior to contract execution, the Subcontractor Data Sheet is due within 30 days of the contract start date. If any of the information below changes, a revised Subcontractor Data Sheet must be submitted to your assigned Contract Manager. Electronic submission of this form is acceptable.

(Please note: Approval from the Contract Manager is required for each subcontract over \$100,000 prior to entering into a subcontract)

Contractor Name:	Program ID & Attachment ID
Subcontractor's Legal Name:	
Subcontractor Vendor Identification Number or Employer Identification Number:	Subcontractor Mailing Address
Subcontractor Type: <input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Governmental Entity <input type="checkbox"/> Other	
Subcontractor Budget Type: <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Fee for Service/Unit Rate <input type="checkbox"/> Other	
Total of Subcontract:	Subcontract Term:
Description of Services Provided:	
Method of Procurement (i.e. competitive, sole source, etc):	
Method of Payment:	Rate of Payment:

I certify that the above subcontractor is in compliance with any existing Department of State Health Services General Provisions/policies/procedures; and that the below information is accurate. Subcontractor has not:

- Been suspended by DSHS or is delinquent on a repayment agreement to DSHS;
- had a DSHS contract terminated for cause;
- had a required license or certification revoked that is required to carry out terms of the contract; or
- voluntarily surrendered any license issued by DSHS within the past three (3) years.

I certify to the following:

- Written procurement policies and procedures are followed and used to advertise and award these funds meet the minimum standards required by OMB,
- Subcontract is in writing, developed to be consistent with the DSHS contract, DSHS General Provisions OMB Circulars, and is signed by both parties. Subcontract has a clearly defined executable termination clause in contract,
- Responsible to DSHS for performance of above subcontractor,
- Programmatic and financial review of subcontractor is conducted in accordance with applicable Office of Management and Budget (OMB) circular. Subcontractor receives a written report of the results of all monitoring activities conducted,
- Appropriate corrective action steps are taken when subcontractor is not in compliance with contract terms,
- Maintains documentation of monitoring plans and activities of subcontractor, and
- Submit documentation of actual or potential conflicts of interest for the contract manager's review and disposition within ten (10) days of when made aware of the situation.

Authorized Official Name	Signature	Date of Submission:
Contact Person Name	Email	Phone No.

DSHS CMU Internal Use:
Entered into Source by: _____ Date Entered into Source: _____