

Blue Earth County Human Services

Contract checklist

- State recommended format or county approved format has been followed.
- Programmatic requirements are consistent with current policy.
- Renewal dates are accurate.
- Insurance limits are consistent with state recommendations. Standard is \$1,500,000/\$3,000,000 liability coverage.
- All spelling and grammatical errors are fixed. Staff review has occurred before sent to Director. Please review/read contracts for accuracy and quality.
- All Statute references are current and valid
- Payment criteria are outlined in sufficient detail.
- All referenced Appendix material is included.
- Bonding of \$100,000 is preferred.
- HIPAA language included in contracts dealing with Protected Health Information.
- Contract negotiations should begin early enough to ensure completion prior to end of current contract period.