

**Office of AIDS
General Contract Information
for
Standard Agreements**

**Office of AIDS
California Department of Public Health
MS 7700
P.O. Box 997426
Sacramento, CA 95899-7426**



I. INTRODUCTION

This guidance document is specific to the general administrative requirements for submittal and completion of the Standard Agreement.

Program specific information is included in the various HIV programs guidance. However, we have included the California Department of Public Health, [Travel Reimbursement Information form](#) with this document for your convenience in preparing your program budgets.

II. DOCUMENTS REQUIRED BY OA TO PREPARE THE STANDARD AGREEMENT

In addition to program specific documents, OA also needs the completed [Contractor Contact Information form](#). This form should be submitted with your program budget forms by **June 8, 2010**, to MAMOUdocs@cdph.ca.gov.

III. DOCUMENTS REQUIRED WHEN YOU SIGN THE STANDARD AGREEMENT

An electronic copy of the Agreement will be sent via email to the Contractor contact person listed on the Contractor Contact Information form. The following documents are needed when the signed Agreement is returned to OA.

- **Standard Agreement**
 - Print and sign six copies of the Std 213 cover page.
- **Contractor Certificate Clauses**
 - Per Exhibit C of the Agreement, please submit an original signed copy of CCC-307.
- **Proof of Non-Profit Status**
 - Please return a copy of your 501 (c) non-profit certificate.
- **Payee Data Record, Std 204**
 - Please complete, sign, and return the [Std 204 form](#) with your other documents. The OA cannot process your payments if this form is not received.
- **Contractor Certificate of Insurance**
 - The certificate of insurance must provide insurance coverage for the period from July 1, 2010 to June 30, 2011 and must include the Agreement number within the body of the certificate. (For more information, see IV. Annually Required Documents below).

IV. ANNUALLY REQUIRED DOCUMENTS

1. *Proof of Insurance*

You must submit a Certificate of Insurance certifying your agency possesses or will obtain insurance not less than the amount of \$1,000,000 to cover bodily injury and property damage liability combined that which might arise under this agreement for FY 2010-11. Insurance coverage shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal injury, and other applicable liability that may arise under the agreement. The liability insurance shall apply separately to each insured against whom a claim is made or a suit is brought subject to the Contractor's limit of liability.

The Certificate of Insurance must include the following language:

- 1) The insurer will not cancel the insured's coverage without giving 30 days prior written notice to OA;
- 2) The State of California, its officers, agents, employees, and servants are included as additional insured's, but only with respect to work performed for the State of California under the agreement; and
- 3) The agreement number, assigned by the CDPH/OA, must be included within the body of the certificate.

The Contractor agrees that the insurance will remain in effect at all times during the term of the agreement. In the event said insurance coverage expires at any time or times during the term of this agreement, the Contractor agrees to provide, at least 30 calendar days before said expiration date, a new *Certificate of Insurance* evidencing insurance coverage for not less than the remainder of the term of the agreement or for a period of not less than one year. CDPH may, in addition to any other remedies it may have, terminate the agreement on the occurrence of such event.

CDPH will not be responsible for any premiums, deductibles, or assessments on the insurance policy.

2. *A-133 Audit Report*

The Federal Office of Management and Budget's (OMB) Circular, No. A-133, Audits of States, Local Governments, and Non-Profit Organizations, sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending

federal awards. Contractors expending more than \$10,000 or more in federal awards must submit a copy of their audit reports to CDPH/OA for recordkeeping and dissemination. For more information on Audit requirements, see Exhibit D(F) of the Agreement.

The Certificate of Insurance and A-133 audit should be sent to:

California Department of Public Health
Office of AIDS
Administration Section
P.O. Box 997426, MS 7700
Sacramento, CA 95899-7426

V. CONTACT INFORMATION

For more information or if you have questions regarding the standard agreement, please contact:

Administration Section		
Fiscal Management Unit	Schenelle Flores	(916) 449-5994 Schenelle.Flores@cdph.ca.gov
Contract Analyst	Carrie Talbot	(916) 449-5932 Carrie.Talbot@cdph.ca.gov