

**Durham's Partnership for Children**  
**Pre-Contracting Information Form – Direct Service Provider**

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APPENDIX 1

Durham's Partnership for Children needs the following items before it can complete the development of your contract. You may attach documents for items **1-7** and **13** to this form. Please include items **8-12** on a separate sheet of paper.

**CONTRACTING GUIDELINES**

- A. For a non-profit entity with which the Partnership seeks to enter into contract, items **1-13** pertaining to that entity must be sent to the Partnership office.
- B. For any State, County or other Public Agency with which the Partnership wishes to contract, items **4-13** pertaining to that entity must be sent to the Partnership office.
- C. For a private, for-profit, corporate entity with which the Partnership wishes to contract, items **4-13** pertaining to that entity must be sent to the Partnership office.

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Submitted by: Direct Services Provider

Date

Verified by: Durham's Partnership for Children

Date

**PRE-CONTRACTING ITEMS**

- 1. Verification that the entity has received official corporation status. (If you are a continuing activity, this is not needed unless there has been a change.)
- 2. Verification that the entity has received official notification of tax-exempt status. (If you are a continuing activity, this is not needed unless there has been a change.)
- 3. Copy of the IRS § 501(c)3 agency's By-Laws and amendments to the By-Laws. (If you are a continuing activity, this is not needed unless there has been a change.)
- 4. Verification of the entity's federal tax identification number and legal name. (If you are a continuing activity, this is not needed unless there has been a change.)
- 5. Notarized copy of the entity's conflict of interest policy. (If you are a continuing activity, this is not needed unless there has been a change.)
- 6. Authorization Agreement for Direct Deposit form. (If you are a continuing activity, this is not needed unless there has been a change.)
- 7. FSR Email Authorization Form, if you prefer to submit monthly FSRs via email.
- 8. Name and title of the person authorized to sign the contract. Please attach formal authorization of this officer to enter into contract binding the entity (By-Laws, general statute, board minutes and so forth). If not attached, explain why.

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9. Name, working title, mailing address, street address (if different from mailing), telephone and fax numbers, and email address of the Contract Administrator.
  
10. Name, working title, mailing address, street address (if different from mailing), telephone and fax numbers, and email address of the Program contact person.
  
11. Name, working title, mailing address, street address (if different from mailing), telephone and fax numbers, and email address of the Fiscal contact person.
  
12. Email and telephone number of Board Chair, if applicable.
  
13. Proof of Insurance - Attach a copy of your insurance policies [only the page(s) that indicate(s) the effective dates, who is covered and amount of coverage] for the following:
  - a. Worker's Compensation Insurance
  - b. Commercial General Liability Insurance
  - c. Automobile Liability Insurance (covering all owned, hired, and non-owned vehicles used in the performance of the Contract)
  - d. Fidelity Bonding coverage that covers the staff of the Direct Service Provider and any subcontractors involved in the handling of North Carolina Partnership for Children funds when the total funds exceed or are expected to exceed \$100,000 (unless the contract is for childcare subsidy services)