

MULTNOMAH COUNTY SERVICES CONTRACT [12/13_A]

CONTRACT NO. [Insert Contract Number]

This contract ("Contract") is between MULTNOMAH COUNTY ("County") and [Insert Contractor's Name] ("Contractor"), referred to collectively as the "Parties."

The Parties agree as follows:

Effective Date and Termination Date. The effective date of this Contract shall be [Insert Date] or the date on which each party has signed this Contract, whichever is later. Unless earlier terminated as provided below, the termination date shall be [Insert Date].

Statement of Work. Contractor shall perform the work described in Exhibit 1 ("Work").

Payment for Work. County agrees to pay Contractor in accordance with Exhibit 1.

Contract Documents. This Contract includes the following Standard Terms and Conditions and the terms and conditions contained in the following included and attached Exhibits and Attachments: Insert Additional Exhibits or Attachments.

Exhibit No.	Description	Omitted	Included
1	Statement of Work, Compensation, Payment, and Renewal Terms	<input type="checkbox"/>	<input type="checkbox"/>
2	Insurance Requirements	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification Statement for Corporation or Independent Contractor	<input type="checkbox"/>	<input type="checkbox"/>
4	Worker's Compensation Exemption Certificate	<input type="checkbox"/>	<input type="checkbox"/>
5	NOT USED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Invoice/Budget Forms	<input type="checkbox"/>	<input type="checkbox"/>
7	Criminal History Background Authorization	<input type="checkbox"/>	<input type="checkbox"/>
8	Accounts Payable Electronic Payment Authorization	<input type="checkbox"/>	<input type="checkbox"/>
9	Multnomah County Sheriff's Office Records Check Authorization	<input type="checkbox"/>	<input type="checkbox"/>
10	Correctional Facility Work Rules	<input type="checkbox"/>	<input type="checkbox"/>
11	JCAHO Interim Life Safety Measures	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACTOR SIGNATURE

I have read this Contract including the attached Exhibits. I understand the Contract and agree to be bound by its terms.

Signature: _____ Title: _____

Name (print): _____ Date: _____

Contractor Name: _____

Contractor Address: _____

MULTNOMAH COUNTY SIGNATURE

This Contract is not binding on the County until signed by the Chair or the Chair's designee.

County Chair or Designee: _____ Date: _____

County Attorney Review

Reviewed:
JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By: _____ Date: _____

Assistant County Attorney

STANDARD TERMS AND CONDITIONS

1. **Time is of the Essence.** Time is of the essence in the performance of this Contract.
2. **Subcontracts and Assignment.** Contractor shall not subcontract any of the Work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of County.
3. **No Third Party Beneficiaries.** County and Contractor are the only Parties to this Contract and are the only Parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
4. **Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the Parties and their successors and approved assigns, if any.
5. **Early Termination.** This Contract may be terminated as follows:
 - a. County and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. County in its sole discretion may terminate this Contract for any reason on 30 days written notice to Contractor.
 - c. Either County or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.
 - d. Notwithstanding section 5(c), County may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or non-renewal of any license, permit or certificate that Contractor must hold to provide services under this Contract.
6. **Payment on Early Termination.** Upon termination pursuant to section 5, payment shall be made as follows:
 - a. If terminated under 5(a) or 5(b) for the convenience of the County, the County shall pay Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract.

County shall not be liable for direct, indirect or consequential damages. Termination shall not result in a waiver of any other claim County may have against Contractor.
 - b. If terminated under 5(c) by the Contractor due to a breach by the County, then the County shall pay the Contractor for Work performed prior to the termination date if such Work was performed in accordance with the Contract.
 - c. If terminated under 5(c) or 5(d) by the County due to a breach by the Contractor, then the County shall pay the Contractor for Work performed prior to the termination date provided such Work was performed in accordance with the Contract less any setoff to which the County is entitled.
7. **Remedies.** In the event of breach of this Contract the Parties shall have the following remedies:
 - a. If terminated under 5(c) by the County due to a breach by the Contractor, the County may complete the Work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the Work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the County the amount of the reasonable excess.
 - b. In addition to the remedies in sections 5 and 7 for a breach by the Contractor, the County also shall be entitled to any other equitable and legal remedies that are available.
 - c. If the County breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
8. **Access to Records.** Contractor shall retain, maintain and keep accessible all records relevant to this Contract ("Records") for a minimum of six (6) years, following Contract termination or full performance or any longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever is later. Contractor shall maintain all financial Records in accordance with generally accepted accounting principles. All other Records shall be maintained

to the extent necessary to clearly reflect actions taken. During this record retention period, Contractor shall permit the County's authorized representatives access to the Records at reasonable times and places for purposes of examination and copying.

9. **Ownership of Work.** For purposes of this Contract, "Work Product" means all services Contractor delivers or is required to deliver to County pursuant to this Contract. "Contractor Intellectual Property" means any intellectual property owned by Contractor and developed independently from services.

County shall have no rights in any pre-existing Contractor Intellectual Property of Contractor provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor Intellectual Property for County use only. However, all Work Product created by the Contractor as part of Contractor's performance of this Contract shall be the exclusive property of the County. All Work Product authored by Contractor under this Contract shall be deemed "works made for hire" to the extent permitted by the United States Copyright Act. To the extent County is not the owner of the intellectual property rights in such Work Product, Contractor hereby irrevocably assigns to County any and all of its rights, title and interest in such Work Product. Upon County's reasonable request, Contractor shall execute such further documents and instruments reasonably necessary to fully vest such rights in County. Contractor forever waives any and all rights relating to such Work Product created under this Contract, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

If intellectual property rights in the Work Product are Contractor Intellectual Property, Contractor hereby grants to County an irrevocable, non-exclusive, perpetual, royalty-free license to use, make, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property, and to authorize others to do the same on County's behalf. If this Contract is terminated prior to completion, and the County is not in default, County, in addition to any other rights provided by this Contract, may require the Contractor to transfer and deliver all partially completed Work Product, reports or documentation that the Contractor has specifically developed or specifically acquired for the performance of this Contract.

10. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to the work under this Contract, and all regulations and administrative rules established pursuant to those laws, including, without limitation ORS 279B.020, 279B.220, 279B.230, and 279B.235.
11. **Indemnity.** Contractor shall defend, save, hold harmless, and indemnify County and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys fees, resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract. Contractor shall have control of the defense and settlement of any claim that is subject to this section. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Multnomah County Attorney's Office authority to act as legal counsel for County, nor shall Contractor settle any claim on behalf of County without the approval of the Multnomah County Attorney's Office. County may, at its election and expense, assume its own defense and settlement.
12. **Insurance.** Contractor shall provide insurance in accordance with Exhibit 2.
13. **Waiver.** The failure of the County to enforce any provision of this Contract shall not constitute a waiver by the County of that or any other provision. Waiver of any default under this Contract by County shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.
14. **Governing Law/Venue.** The provisions of this Contract shall be construed in accordance with the laws of the State of Oregon and ordinances of Multnomah County, Oregon. Any legal action involving any question arising under this Contract must be brought in Multnomah County, Oregon. If the claim must be brought in a federal forum, then it shall be brought and conducted in the United States District Court for the District of Oregon.
15. **Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.
16. **Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the Parties. All understandings and agreements between the Parties and representations by either party concerning this Contract are contained in this Contract. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both Parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

17. **Anti-discrimination Clause.** Contractor shall not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits or employment. Contractor shall not discriminate against minority-owned, women-owned or emerging small businesses. Contractor shall include a provision in each subcontract requiring subcontractors to comply with the requirements of this clause.
18. **EEO Compliance.** Contractor agrees that if, at any time under the term of this contract, it has employees and will earn more than \$75,000 as a result of this contract, Contractor will not:
- a. Discriminate against employees or applicants based on race, color, religion, sex, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income;
 - b. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
 - c. Coerce the political activity of any person;
 - d. Deceive or willfully obstruct anyone from competing for employment;
 - e. Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
 - f. Give improper preference or advantage to anyone so as to improve or injure the employment prospects of that person or any other employee or applicant.
19. **Non-appropriation Clause.** If payment for Work under this Contract extends into the County's next fiscal year, County's obligation to pay for such Work is subject to approval of future appropriations to fund this Contract by the Board of County Commissioners of Multnomah County, Oregon.
20. **Warranties.** Contractor represents and warrants to County that: (a) Contractor has the power and authority to enter into and perform the Contract; (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; and (c) Contractor's performance under the Contract shall be in a good and workmanlike manner and in accordance with professional standards applicable to the Work.

MULTNOMAH COUNTY SERVICES CONTRACT

Contract No:

**EXHIBIT 1:
STATEMENT OF WORK, COMPENSATION, PAYMENT, AND RENEWAL TERMS**

STATEMENT OF WORK, COMPENSATION, PAYMENT, AND RENEWAL TERMS

1. Contractor shall perform the following work:

[Enter information]

2. The maximum payment under this Contract, including expenses, is \$X,XXX.XX

3. Contractor shall be paid for the work on the following basis:

[Enter information]

4. Contractor shall submit invoices for the work as follows:**

[Enter information]

5. In addition to the payment provided for in paragraph 3, County will pay expenses on the following terms and conditions:

[Enter information]

6. This contract may be renewed on the following basis:

[Enter information]

7. If funding for this Contract includes federal funds that could impose A-133 Audit requirements, the Catalogue of Federal Domestic Assistance (CFDA) number(s) and titles are shown below. If there is any change to funding for this Contract to add additional federal funds, Contractor will be notified via letter.

CFDA #	Program Title
[Enter Number]	[Enter Title]

**County shall have the right to withhold from payments due Contractor such sums as are necessary in County's sole opinion to protect County from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors. County shall not be obligated to pay Contractor until it has inspected and affirmatively accepted Contractor's work.

MULTNOMAH COUNTY SERVICES CONTRACT

Contract No. 460000XXXX

EXHIBIT 2: INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below: **

Workers Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027 (See Exhibit 4). **Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included.**

THIS COVERAGE IS REQUIRED. Attach Certificate of Insurance. If Contractor does not have coverage and claims to be exempt, complete Exhibit 4 in lieu of Certificate.

Professional Liability insurance with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after this Contract is completed.

Required by County Not required by County (Needs Risk Manager's Approval)

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$2,000,000. This insurance must include contractual liability coverage.

Required by County Not required by County (Needs Risk Manager's Approval)

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

Required by County Not required by County (Needs Risk Manager's Approval)

Commercial Auto Liability – Required if Contractor drives as part of performing the duties specified in the Contract. **Requirement waived if Contractor does not drive** as part of performing the duties specified in the contract.

Sex Abuse/Molestation Liability – Required. Insurance does not need to be a stand-alone insurance, it can be an endorsement of the Commercial General Liability insurance, or it can be part of the Contractor's Professional Liability. Sex Abuse/Molestation insurance coverage needs to be specifically stated in the insurance certificate.

Required by COUNTY

Additional Requirements. Coverage must be provided by an insurance company authorized to do business in Oregon or rated A- or better by Best's Insurance Rating. Contractor shall pay all deductibles and retentions. A cross-liability clause or separation of insureds condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County. The Certificate shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days written notice from the Contractor's insurer to the County. The Certificate shall also state the deductible or retention level. For commercial general liability the Certificate shall also provide that the County, its agents, officers, directors, officials, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract. If requested, complete copies of insurance policies shall be provided to the County. All additional insured and cancellation extensions will be physically endorsed to the applicable insurance policies. All additional insured provisions will include coverage that is primary and non-contributory, and such coverage will specifically include products and completed operations coverage. Copies of all such endorsements shall be attached to the certificates of insurance required by this Contract.

Completed by: _____
Contract Originator

****Note to Contract Originator:** For certain types of contracts additional insurance may be required. Refer to the Contract Insurance and Indemnification Manual or contact Risk Management/ Property & Liability Programs.

MULTNOMAH COUNTY SERVICES CONTRACT
Contract No. [Insert Contract Number]

EXHIBIT 3:
CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR

Note: Contractor MUST Complete A or B below

A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY OR A PARTNERSHIP.

I certify under penalty of perjury that CONTRACTOR is a [check one]:

- Corporation Limited Liability Company Partnership Non-Profit Corporation authorized to do business in the State of Oregon

Signature: _____

Title: _____

Date: _____

B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR.

Contractor certifies under penalty of perjury, that the following statements are true:

1. If CONTRACTOR is providing services under this Contract for which registration is required under ORS Chapter 671 (architects and landscape contractors) or 701 (construction contractors), CONTRACTOR has registered as required by law.
2. CONTRACTOR is free to determine and exercise control over the means and manner of providing the service, subject to the right of the County to specify the desired results.
3. CONTRACTOR is responsible for obtaining all licenses or certifications necessary to provide the services.
4. CONTRACTOR is customarily engaged in providing services as an independent business. CONTRACTOR is customarily engaged as an independent contractor if at least three of the following statements are true.

NOTE: Check all that apply. You must check at least three (3) to establish that you are an independent contractor.

- A. CONTRACTOR's services are primarily carried out at a location that is separate from CONTRACTOR's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
- B. CONTRACTOR bears the risk of loss related to the services provided under this Contract.
- C. CONTRACTOR provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
- D. CONTRACTOR makes a significant financial investment in the business.

CONTRACTOR has authority to hire additional persons to provide the services and has authority to fire such persons.

Contractor Signature: _____

Date: _____

MULTNOMAH COUNTY SERVICES CONTRACT
Contract No. [Insert Contract Number]

EXHIBIT 4: WORKERS' COMPENSATION EXEMPTION CERTIFICATE

(To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements)

Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (check the appropriate box):

- SOLE PROPRIETOR**
 - Contractor is a sole proprietor, and
 - Contractor has no employees, and
 - Contractor will not hire employees to perform this Contract.

- CORPORATION - FOR PROFIT**
 - Contractor's business is incorporated, and
 - All employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation, and
 - All work will be performed by the officers and directors; Contractor will not hire other employees to perform this contract.

- CORPORATION - NONPROFIT**
 - Contractor's business is incorporated as a nonprofit corporation, and
 - Contractor has no employees; all work is performed by volunteers, and
 - Contractors will not hire employees to perform this Contract.

- PARTNERSHIP**
 - Contractor is a partnership, and
 - Contractor has no employees, and
 - All work will be performed by the partners; Contractor will not hire employees to perform this Contract, and
 - Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.**

- LIMITED LIABILITY COMPANY**
 - Contractor is a limited liability company, and
 - Contractor has no employees, and
 - All work will be performed by the members; Contractor will not hire employees to perform this Contract, and
 - If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.**

*NOTE: Under OAR436-50-050 a shareholder has a "substantial ownership" interest if the shareholder owns 10% of the corporation, or if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

**NOTE: Under certain circumstances partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated. Consult with County Counsel before an exemption request is accepted from a Contractor who will perform construction work.

Contractor
Printed Name: _____

Contractor
Signature: _____

Contractor Title: _____

Date: _____

MULTNOMAH COUNTY SERVICES CONTRACT
Contract No. [Insert Contract Number]

EXHIBIT 5: EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION STATEMENT

Every Contractor executing a contract for more than \$75,000 must complete this Exhibit.

Equal Employment Opportunity (EEO) means eliminating barriers to ensure that all employees are considered for the employment of their choice and have the chance to perform to their maximum potential. EEO practices include, but are not limited to, fairness at work, hiring based on merit and promotion based on talent. It concerns all aspects of employment including recruitment, pay and other rewards, career development and work conditions.

All County Contractors signing new contracts with the County must complete this form. A Contractor who signs Part 1 and later adds employees during the period of performance of any County Contract must immediately notify the County of the change in status and submit an updated form with Part 2 signed. Failure to submit an updated form may result in termination of all existing contracts.

CERTIFICATION

I certify under penalty of perjury that *[check Part 1 or Part 2]*:

Part 1: Contractor has no employees. Should Contractor hire employees at a later date during the term of the Contract, Contractor will immediately notify the Department that issued the Contract and submit an updated Certification with Part 2 completed.

– OR –

Part 2: Contractor has employees. Contractor, as an Equal Opportunity Contractor, does not:

1. Discriminate against employees or applicants based on race, color, religion, sex, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income;
2. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
3. Coerce the political activity of any person;
4. Deceive or willfully obstruct anyone from competing for employment;
5. Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
6. Give improper preference or advantage to anyone so as to improve or injure the employment prospects of that person or any other employee or applicant.

Contractors Signature: _____

Company Name: _____

Signature: _____

Title: _____

Date: _____

**Multnomah County, Department of County Human Services
Service Contract No.**

EXHIBIT 6B: QUARTERLY BUDGET COMPARISON REPORT FORM

QUARTERLY BUDGET COMPARISON REPORT FORM

For Quarter Ended _____

Page ____ of ____

CONTRACTOR: _____ Address: _____
Work/Service Name: _____

	Source/Type/Description	YTD Budget	YTD Actuals	Variance Over/(Under)
Revenue - This Contract:				
	State			
	County General Fund			
	Local 2145			
	Title XIX			
Revenue - Other:				
	State Funds			
	State Funds			
	Federal Funds:			
	Federal Funds:			
	Client Fees			
	Third Party Payments			
	Contributions			
	United Way			
	Other:			
Total Revenue				
Expenditures				
	Personnel - Salaries & Wages			
	Personnel - Taxes & Benefits			
	Communications			
	Professional Services			
	Depreciation			
	Education & Training			
	Equipment Rental			
	Indirect Expenses			
	Insurance			
	Occupancy			
	Office Supplies			
	Postage			
	Printing			
	Other:			
Total Expenditures:				
Excess of Revenue Over Expense:				

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Agency Signature: _____ **Date:** ____/____/____ **Contact Person:** _____

Name, Please Print: _____ **Title:** _____ **Phone:** _____

Multnomah County, Department of County Human Services Service Contract No.

EXHIBIT 6C: CONTRACTOR ANNUAL BUDGET FORM

CONTRACTOR ANNUAL BUDGET FORM

For Fiscal Year July _____ through June _____

CONTRACTOR: _____ Address: _____

1) Work/Service Name: _____ 2) Work/Service Name: _____ 3) Work/Service Name: _____

Revenue - This Contract:	Source/Type/Description		
State			
County General Fund			
Local 2145			
Title XIX			
Revenue - Other:			
State Funds			
State Funds			
Federal Funds:			
Federal Funds:			
Client Fees			
Third Party Payments			
Contributions			
United Way			
Other:			
Total Revenue:			

Expenditures			
Personnel - Salaries & Wages			
Personnel - Taxes & Benefits			
Communications			
Professional Services			
Depreciation			
Education & Training			
Equipment Rental			
Indirect Expenses			
Insurance			
Occupancy			
Office Supplies			
Postage			
Printing			
Other:			
Total Expenditures:			

Total Expenditures:

Total Budgeted Expenditures For Entire Organization: \$ _____

(Required for determination of Annual Audit Requirements)

Agency Signature: _____ Date: ____/____/____ Contact Person: _____

Name, Please Print: _____

Title: _____ Phone: _____

**Multnomah County, Department of County Human Services
Service Contract No.**

EXHIBIT 7: CRIMINAL HISTORY RECORDS CHECK CERTIFICATE

CERTIFICATE OF COMPLIANCE

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____

The Authorized Signature below certifies that the organization named above is currently in compliance with the applicable provisions of ORS 181. 533-537, OAR 407-007-0000 through 407-007-0370, OAR 943-007-0001 and this Department of County Human Services Contract. Further, that the organization will exercise diligence in maintaining compliance as long as the organization continues to contract with Multnomah County and ORS 181. 533-537, OAR 407-007-0000 though 407-007-0370, and OAR 943-007-0001 remain in effect.

PRINTED NAME: _____

DATE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

**Multnomah County, Department of County Human Services
Service Contract No.**

EXHIBIT 8: INVOICE FORM

INVOICE FORM

Invoice Number: _____

Invoice Date: _____

Organization Name: _____

Preparer of Invoice: _____

Street or Mailing Address: _____

City, State, and Zip Code: _____

Phone Number: _____

New Vendor Number: _____

Material Code	Type or Description of Service	Date(s) of Service	# Units	Unit Rate	Total

Grand Total:

--

I hereby certify that I am authorized to prepare this invoice on behalf of _____ (organization name). I further certify that the information provided on this invoice is true and correct to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____

Telephone Number: _____

For Multnomah County Use Only: DCHS Program Approval to Pay:

Program Manager Signature: _____ Date: _____