

## Checklist of Required Contract Documents State Fiscal Year (SFY) 2024-2025

<https://www.agencyonaging4.org/compliance-contract-forms>

<b>AGENCY NAME:</b>	<b>RFP CYCLE:</b> 2021-2024	<b>Contract Term:</b> 2024-2025
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Contract Documents	Instructions	Check
<b>Checklist of Required Contract Documents</b>		
<b>Terms and Conditions</b>		
<b>DocuSign Form</b>	<ul style="list-style-type: none"> <li>Complete and submit via TEAMS</li> </ul>	<input type="checkbox"/>
<b>Exhibit A: Authorized Signatory Form</b>	<ul style="list-style-type: none"> <li><u>Wet signature</u> and initial lower left corner</li> <li>Complete and submit via TEAMS</li> </ul>	<input type="checkbox"/>
<b>Exhibit B: Award Details</b>	<ul style="list-style-type: none"> <li>AAA4 will send these documents via DocuSign for execution</li> </ul>	<input type="checkbox"/>
<b>Exhibit C: Scope of Service</b>		<input type="checkbox"/>
<b>Exhibit D: Standard Agreement</b>		<input type="checkbox"/>
<b>Exhibit E: Certification Clauses</b>		<input type="checkbox"/>
<b>Exhibit F: Confidentiality Statement</b>		<input type="checkbox"/>

Contract Documents	Instructions	Check
<b>Insurances - Terms and Conditions Article XV, B</b>		
1. General Commercial Liability	<ul style="list-style-type: none"> <li>Submit all insurance <u>electronically</u> via TEAMS.</li> </ul>	<input type="checkbox"/>
2. Automobile Liability		<input type="checkbox"/>
3. Worker's Compensation		<input type="checkbox"/>
4. Professional Liability/Errors and Omissions		<input type="checkbox"/>

# AGENCY ON AGING AREA 4

Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

Contract Documents	Instructions	Check
<b>Program Budget</b> <i>(Download from website)</i>	<ul style="list-style-type: none"> <li>Submit via TEAMS within <u>30 days</u> of initial contract email correspondence.</li> </ul>	<input type="checkbox"/>
<b>Indirect Cost Allocation Plan</b> <i>(Include with budget, if applicable)</i>		<input type="checkbox"/>
<b>Copy of ALL AAA4-funding related signed Subcontracts</b> <i>(Example: meal vendor agreements)</i>	<ul style="list-style-type: none"> <li>Submit via TEAMS</li> </ul>	<input type="checkbox"/>
<b>Signed Board Resolution/Authorization</b> <i>Terms and Conditions Article II, L</i>		<input type="checkbox"/>
<b>Board of Director's Roster</b>		<input type="checkbox"/>
<b>Certificate of Good Standing</b>	<ul style="list-style-type: none"> <li>Request from the Secretary of State's Office</li> <li>Submit certificate via TEAMS</li> </ul>	<input type="checkbox"/>
<b>Unique Entity Identification (UEI) Number</b> <i>Terms and Conditions Article II, O</i>	<ul style="list-style-type: none"> <li>Check Status – <a href="https://www.sam.gov/SAM/">https://www.sam.gov/SAM/</a></li> <li>Submit number via TEAMS</li> </ul>	<input type="checkbox"/>
<b>Department Contact List</b>	<ul style="list-style-type: none"> <li>Submit via TEAMS.</li> </ul>	<input type="checkbox"/>
<b>Agency Organizational Chart</b>		<input type="checkbox"/>
<b>Program Staffing Chart</b>		<input type="checkbox"/>
<b>Client Intake Form Template</b>		<input type="checkbox"/>

**TO SPEED THE CONTRACT EXECUTION PROCESS, PLEASE RETURN ALL DOCUMENTATION AT ONE TIME**