

# DCHS Contracting Overview for Contractors

An introduction to the DCHS contracting process, terminology, and requirements.

Updated March 2026

 King County

**DCHS**  
Department of Community  
and Human Services

# Introductions

 King County

**DCHS**

Department of Community  
and Human Services



---

# Presenter

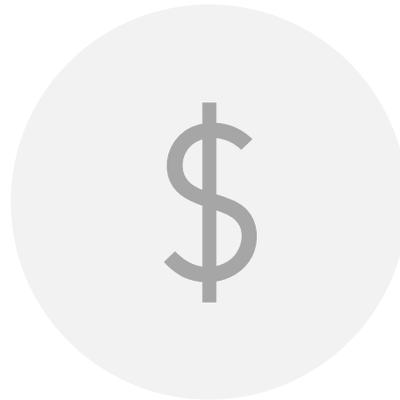
**Tiffany Ngo (she/her)**  
Contract Specialist III



# DCHS Fiscal Stewardship Training Series



**DCHS Contracting  
Overview Training**



Financial Management And  
Best Practices Training



DCHS Fiscal Contract  
Compliance Training

---

Access the DCHS fiscal stewardship trainings series on the DCHS Contractor Training Website

# Training Purpose

1

## Financial Stewardship

This training is 1 of 3 in the DCHS financial stewardship training series to clarify the Contractor role in management of public funds, including how Contractors are supported by DCHS and what accountability looks like.

2

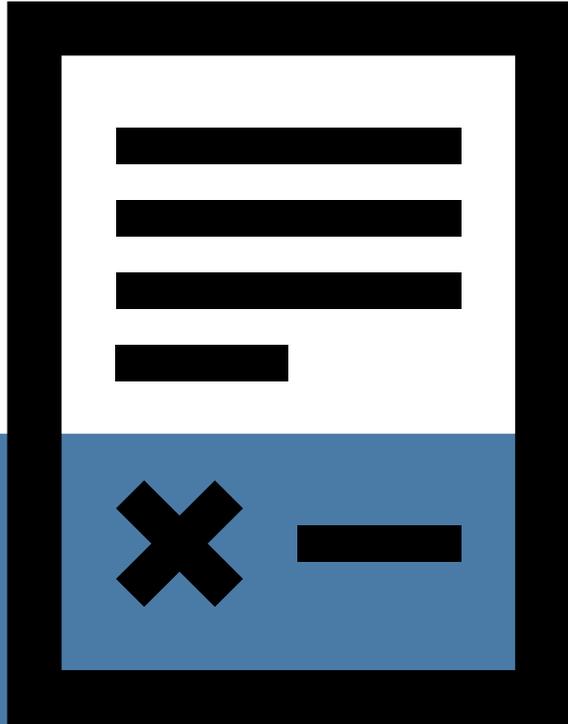
## Equitable Access

DCHS wants the public funding process to be user friendly and for Contractors to continue their success. This training aims to explain the DCHS contracting process in a way that is easy for everyone to understand.

---

# Training Goals

- Understanding the DCHS general contracting process and terminology.
- Understanding what DCHS means by financial stewardship.
- Learning about additional resources that can support you.



# DCHS Contracts

# What is a DCHS Contract?

A contract is a legally binding agreement that establishes a relationship between a funder (DCHS) and Contractor and defines the requirements for each party.

DCHS contracts are typically made up of two (2) main documents:

1. Standard Terms and Conditions
2. Statement of Work



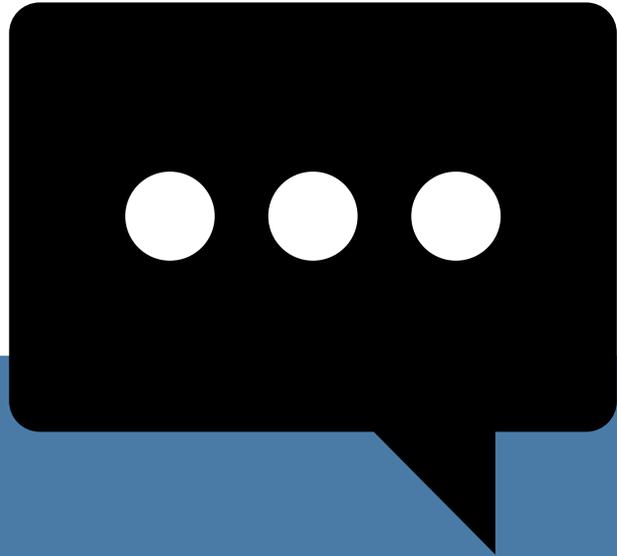
DCHS contracts may also include Exhibits.

# Subcontracting

If your contract allows subcontracting, there will be requirements you must comply with to subcontract any portion of the work you are contracted to perform for DCHS. **Requirements include a written approval from DCHS before executing a subcontract.**

---

View information on Requesting to Subcontract on the [DCHS Subcontracting Website](#).



# Contract Terminology

---

# Importance of Contract Terminology

As a legally binding document, contracts contain words that may not be commonly used, so it is important to understand what the words in your contract mean.

This training highlights the most helpful words and definitions; other helpful words are provided in the Contract Terminology reference sheet.

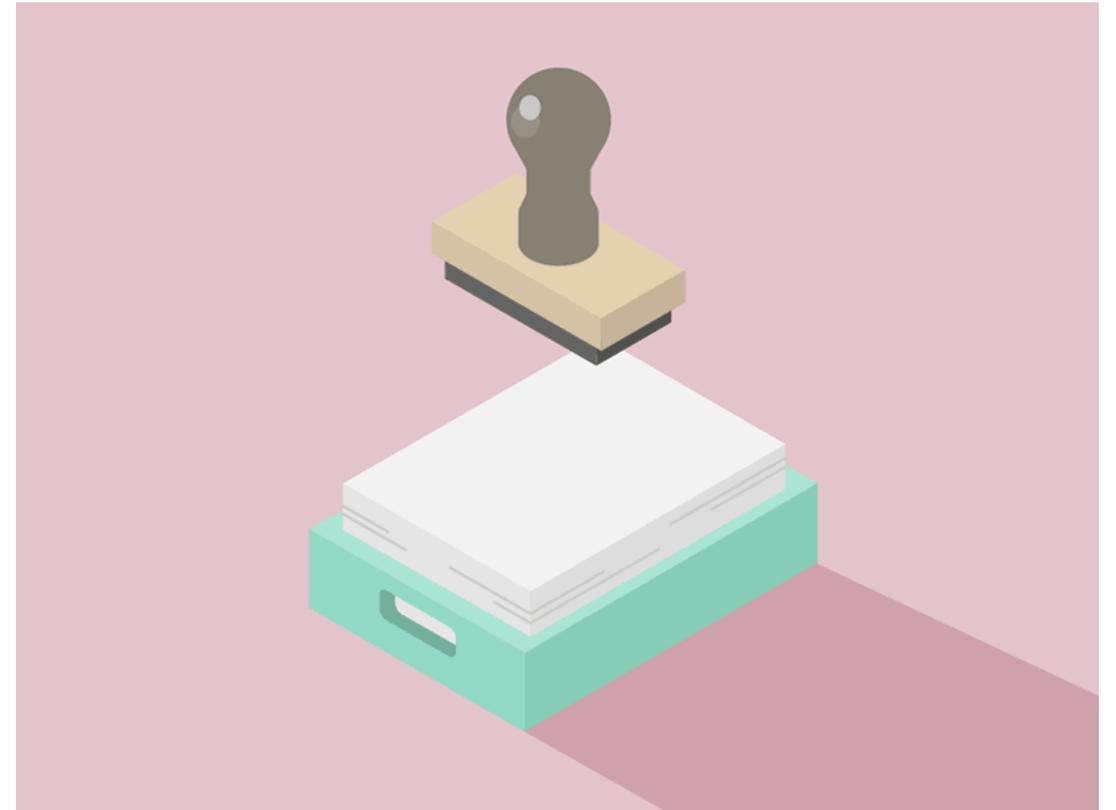
# Contract

A legally binding agreement between parties that defines the relationship and obligations of the parties.



# Standard Terms and Conditions

The “boilerplate” or standard requirements for a DCHS Contract. The Standard Terms and Conditions state the expectations for how the Contractor manages finances, risks, personnel, etc. for the work to succeed.



# Statement of Work

A specific description of the work to be performed under the contract. This description may include tasks, deliverables, schedule, time and place of services, and performance requirements related to your program, project, and/or activity.



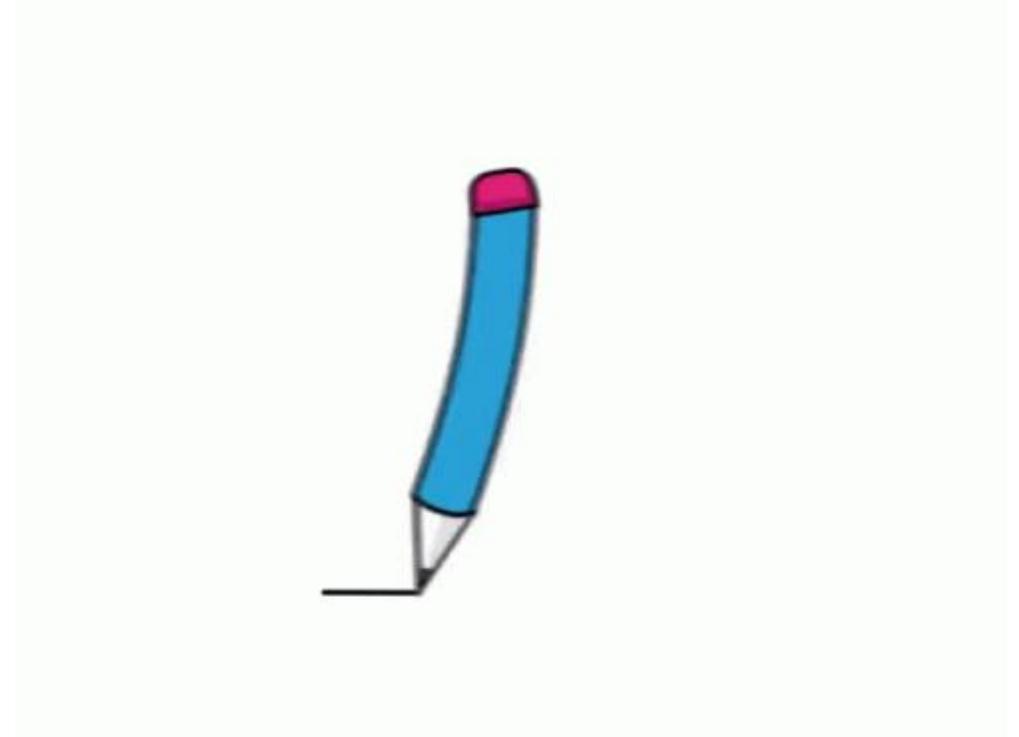
# Execute/Execution/Executed

When the contract is signed by both parties and becomes official and binding.



# Amendment

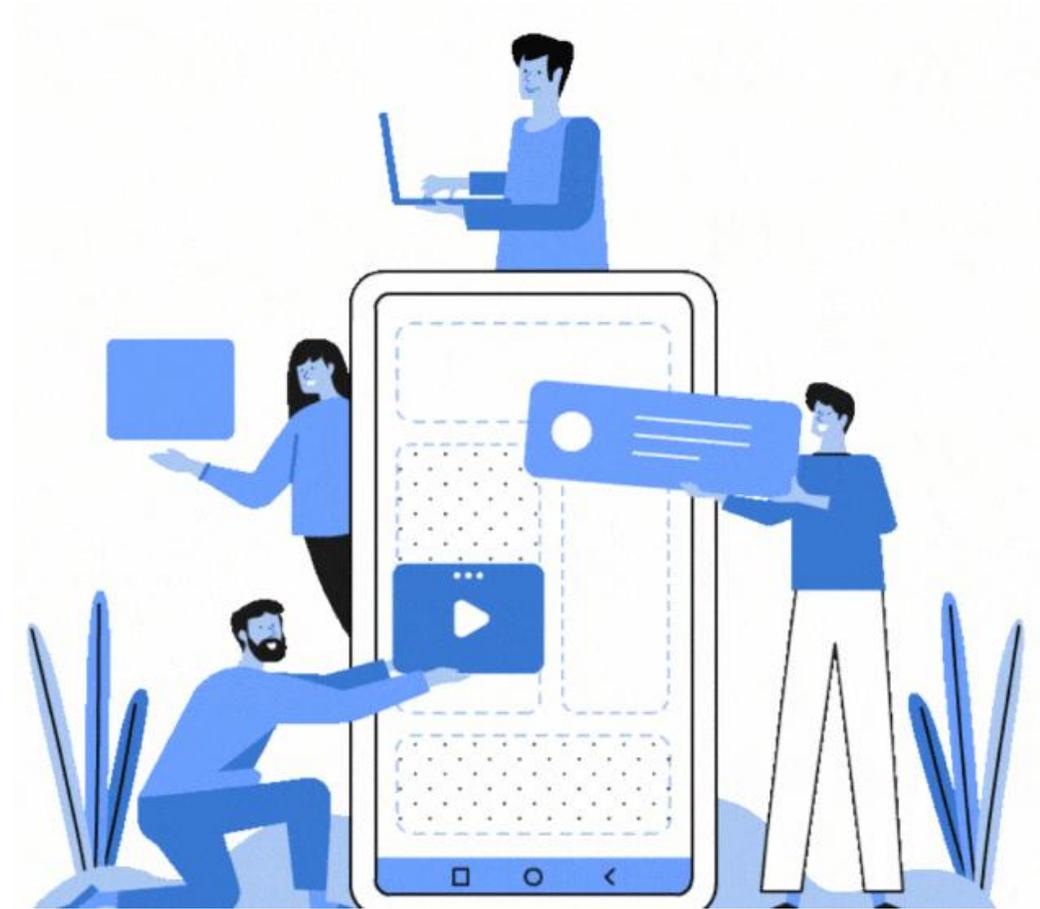
A legal written document used to modify an existing Contract by adding, subtracting, or substituting terms. An amendment is the formal mechanism for legally changing a Contract after it has been executed.



# Subcontractor

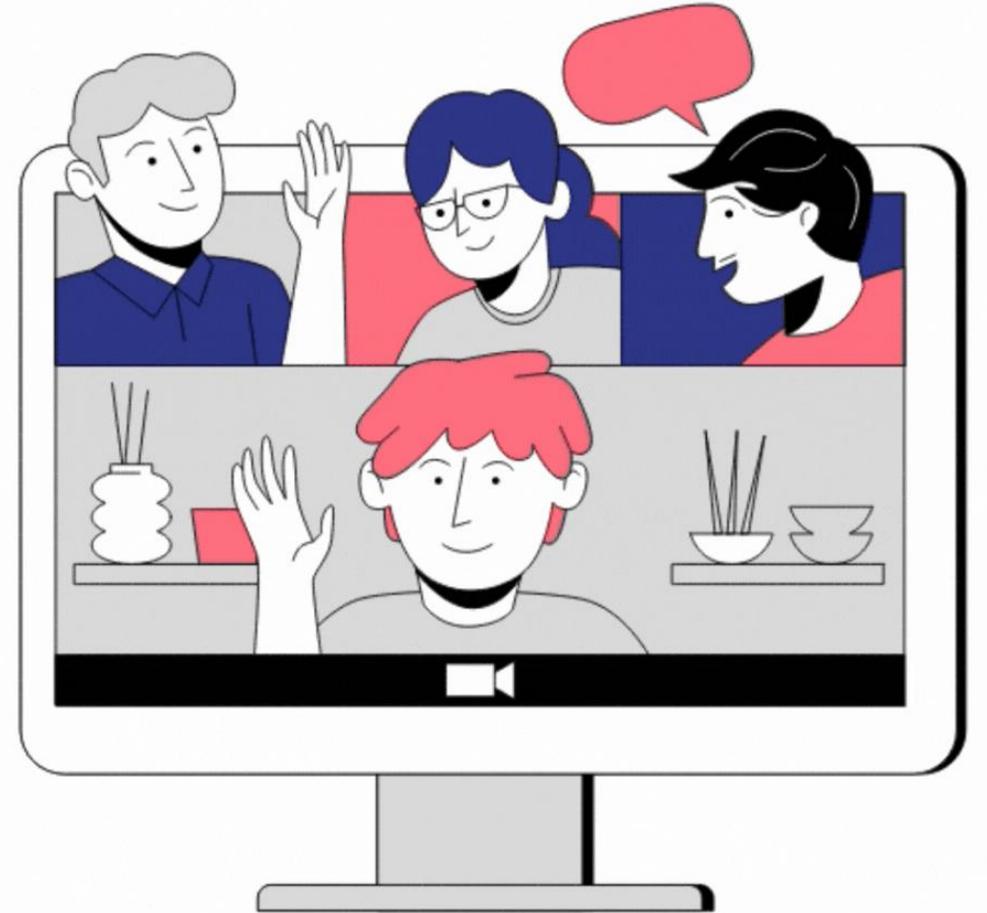
An entity that enters into a contract with the primary DCCHS Contractor to perform a portion of the DCCHS contract's Statement of Work.

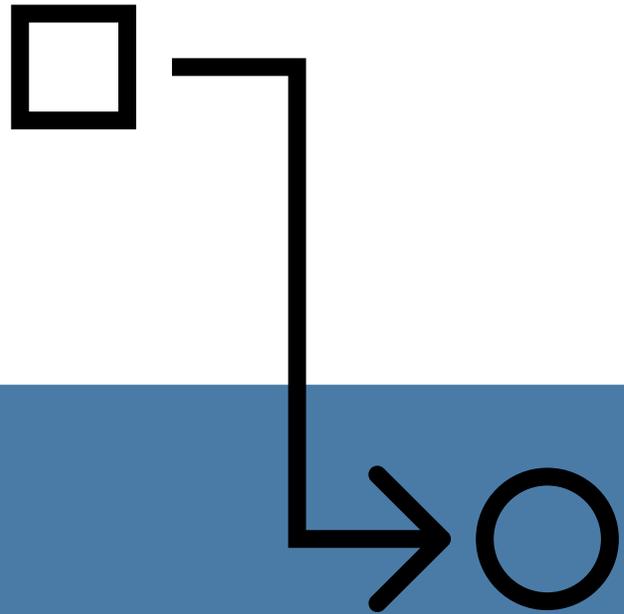
Depending on the type of DCCHS contract, other terms may be used like vendor, independent contractor, etc.



# Fiscal Sponsor

An organization that agrees to accept and manage funds and administrative activities on behalf of a fiscally sponsored project that may not meet the eligibility standards and minimum requirements to be a DCHS Contractor.



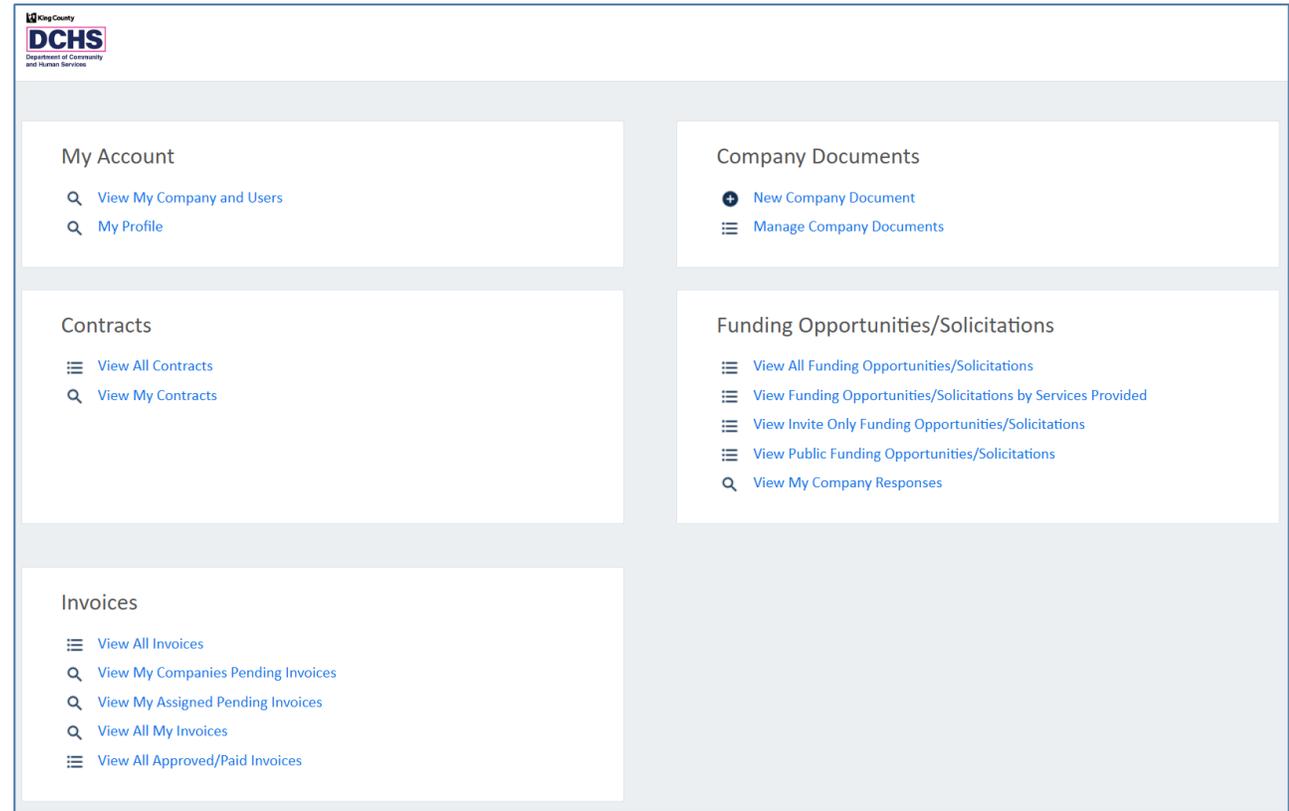


# DCHS Contracting Process

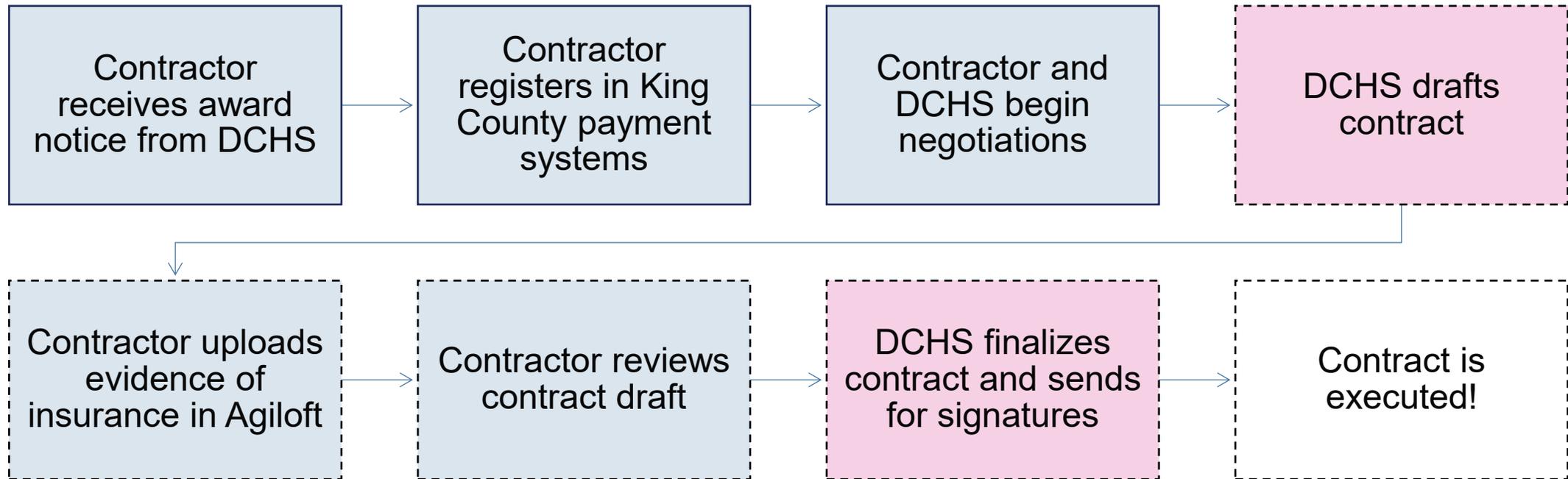
# Agiloft

Agiloft is the software system used by DCHS to manage Community Grants, including solicitation, contracting, and invoicing activities.

Contractors are required to use Agiloft to manage their side of these activities.



# Contracting Process Flow



**DCCHS contracts typically take about four (4) months from award notice to contract execution.**

Throughout the duration of the contract, contract monitoring will take place to ensure compliance with the contract requirements.

*Dashed borders indicate the step is done through Agiloft.*

 King County

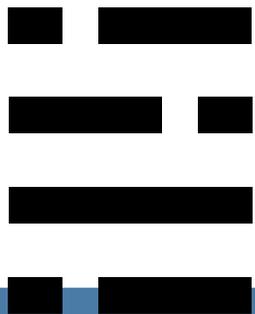
**DCCHS**

Department of Community and Human Services

# Legal Entity Name

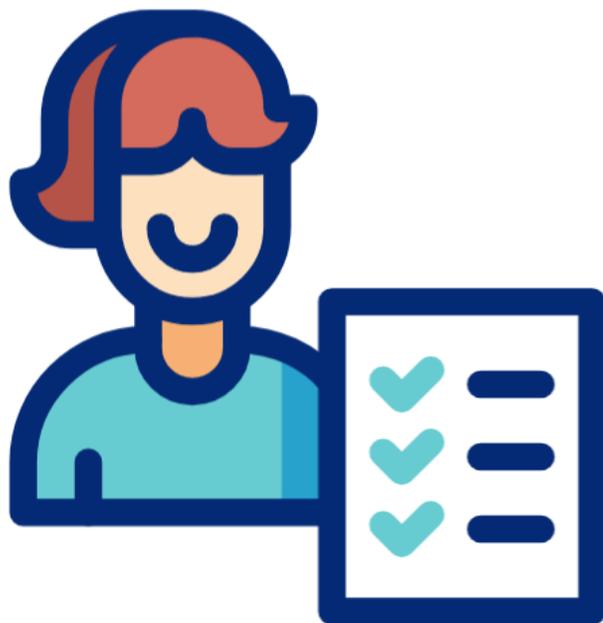


Throughout the contracting process, wherever your entity name is needed (like on the KC W9 form), it is very important to use your **legal entity name** that is associated with your **tax identification number**. If your legal entity name is not used, DCHS is likely to encounter delays in processing your contract payments because we may be unable to confirm the correct entity we are intending to pay.



# Standard Terms and Conditions

# DCHS Standard Terms and Conditions



The Standard Terms and Conditions are typically the same across all DCCHS contracts. **It is important to read and understand all the requirements stated in this document.**

---

View the DCCHS Standard Terms and Conditions on the [DCCHS Contracting Website](#).

---

# Financial Stewardship Sections of the Standard Terms and Conditions

- Financial Management
- Insurance Requirements
- Subcontracting and Contract Assignment
- How to Change Contracts
- Contract Compliance

# Why Do Contracts Have Fiscal Requirements?

- Public accountability (ensuring public funding is used as intended)
- Laws and regulations (for example, King County Council Ordinances)
- Fund source requirements (state and federal funding requirements)
- Implementation plans adopted by King County Council (for local fund sources)
- Best practices (Generally Accepted Accounting Principles)
- Due diligence (preventing fraud, waste, and abuse)

DCHS and DCHS Contractors are responsible for the financial stewardship of public resources.

# Financial Management Sections



Section 3. **Compensation and Method of Payment:** Describes the standards which must be met in order for payment to be issued.



Section 4. **Internal Control and Accounting System:** States the Contractor must have appropriate financial management systems in place to do business.



Section 6. **Maintenance of Records:** States requirements for the Contractor to maintain records, such as accounting, personnel, financial, etc.



Section 9. **Financial Report Submission:** States the Contractor must submit a financial reporting package and describes the requirements.



Section 17. **Nondiscrimination and Payment of a Living Wage:** Requires contractors pay their staff a living wage.



Section 21. **Equipment Purchase, Maintenance, and Ownership:** States who owns and is responsible for any equipment purchased with Contract funds.

# Insurance Requirements

Section 14. **Insurance Requirements:** States the required insurance types and amounts for the Contract and that the Contractor must provide evidence of the required insurance to DCHS.

POLICY NUMBER: XXXXXXXX  
 EFFECTIVE: 4/15/20XX - 4/15/20XX  
 INSURED: Contractor Name

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:  
 COMMERCIAL GENERAL LIABILITY COVERAGE PART.  
 SCHEDULE

Name of Person or Organization:  
 King County, its officers, officials, employees and agents

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID: SR  
 DATE (MM/DD/YYYY) 01/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	PHONE	FAX
	INC. OR EXP.	INC. OR EXP.	INC. OR EXP.
	ADDRESS		
	CITY/STATE		
	INSURER A		41840
	INSURER B		
	INSURER C		
	INSURER D		
	INSURER E		

COVERAGES (CERTIFICATE NUMBER): REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	COV. FORM	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	GENERAL LIABILITY	Y		01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					EXCESS TO REPORT \$ 10,000
	GLANDWIDE [X] OCCUR					EXCESS TO REPORT \$ 10,000
						MED EXP. ADV. INJURY \$ 1,000,000
						PERSONAL & ADV. INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000

# Subcontracting and Contract Assignment



Section 15. **Assignment:** States the process for transferring the Contract to another entity if needed and approved by DCHS.



Section 16. **Subcontracting:** States the requirements for any subcontract, which is when the Contractor enters into a separate contract with another entity to perform some or all of the work for the DCHS contract (the subcontract is between the Contractor and another entity, not DCHS).



Section 31. **No Third-Party Beneficiaries:** States there are no additional parties to the Contract.

# How to Change Contracts

 Department of Community and Human Services  
Adult Services Division

**CONTRACT AMENDMENT**

DCHS / Adult Services Division Parent Contract No.

Project/Program Name  CPA No. (Contract No. prior to Dec. 2024)

Amendment No.  Amendment Start Date

Contractor  Address

**PURPOSE OF AMENDMENT**  
The purpose of this amendment is to:  
Add \$207,908 in funding for the 2025 contract year.

**A. ADDITIONAL OR CHANGED FUNDING ITEMS**

Funding Period	Fund Source	Fund Type	Funding Allocation
01/01/2025 – 12/31/2025	Veterans Relief Fund (VRF) Veterans, Seniors, and Human Services Levy (VSHSL)	Veterans Veterans	\$900,000 \$515,703
01/01/2026 – 12/31/2026	Veterans Relief Fund Veterans, Seniors, and Human Services Levy (VSHSL)	Veterans Veterans	\$945,000 \$323,185
<b>TOTAL BUDGET</b>			<b>\$2,683,888</b>

**Section 27. Contract Amendments:**  
States any changes to the Contract must be documented as a written amendment.

# Contract Compliance



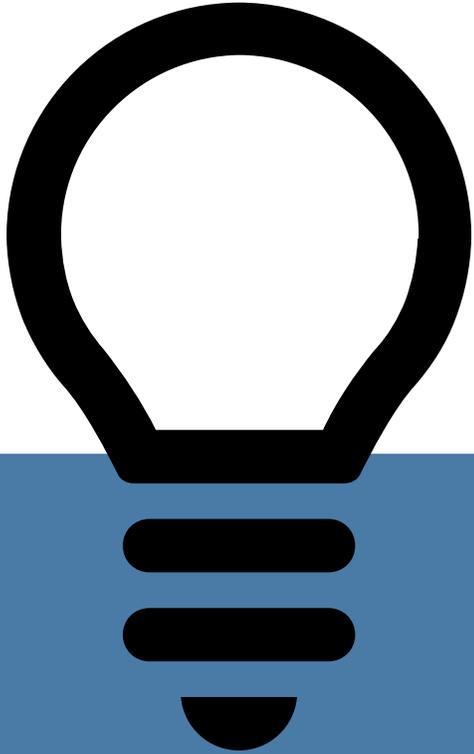
Section 7. **Evaluations and Inspections:** States the expectations the Contractor should have for DCHS to conduct audits, monitoring, reviews, etc. related to the Contract.



Section 10. **Corrective Action:** States the process for corrective action if DCHS determines the Contractor is out of compliance with the Contract.



Section 26. **Entire Contract:** States the Contractor understands the Contract is complete, no additional terms are incorporated outside of the Contract, and work needs to be completed in a timely manner.



# Resources

 King County

**DCHS**

Department of Community  
and Human Services

# DCHS Online Resources

- [Accessing Agiloft](#): Detailed information and resources for using Agiloft as a Contractor
- [How to Contract with DCHS](#): Contracting basic information (includes Standard Terms and Conditions sample)
- [Insurance Requirements](#): Typical insurance requirements for Contractors
- [Funding Opportunities](#): Open, closed, and anticipated DCHS solicitations
- [Requesting to Subcontract](#): How to request a subcontract
- [DCHS Provider Training Webpage](#): Training and resources for Contractors
- [DCHS Blog](#): Current DCHS news

---

# King County Online Resources

- [Procurement and Payables Forms](#): Required forms and detailed information about the forms
- [Surplus Program](#): Offers surplus furniture and office equipment **free of charge** to eligible nonprofit organizations

# Contract Manager

Your DCHS Contract Manager is your main point of contact for any questions you have about your contract!

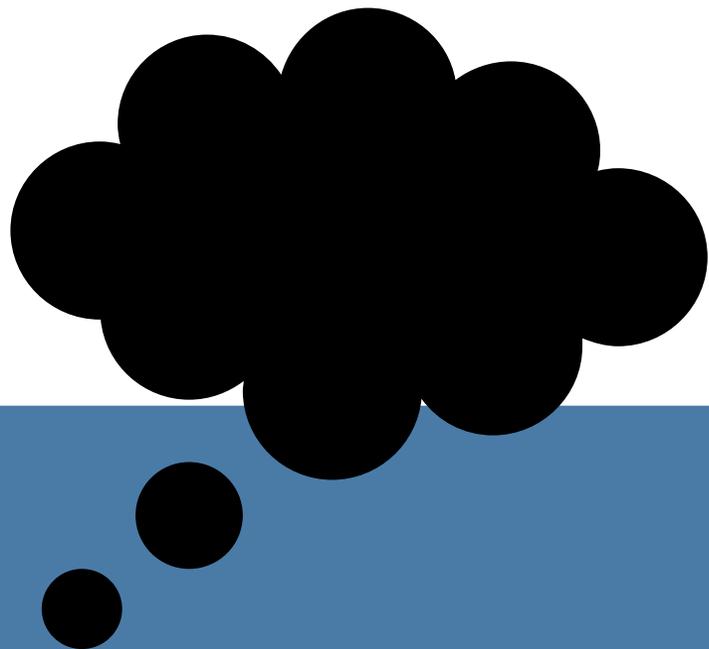
If you aren't sure who your Contract Manager is, you can find their information in Agiloft by opening your contract record and looking for the "Contract Manager" field.

Contract			
RFP Test Record 10/4			
ID	12689	Status	Active
*Record Type	Contract	*Contract Type	Standard Community Grant
CPA Number	222222		
*Provider Name	<a href="#">DCHS Provider Test Account</a>		
Provider Main Location Name	Main Address	Provider Main Address	<a href="#">3748 S 141st St., Seattle, WA 98104, United States</a>
Provider Contact Name	PAM Test	Provider Contact Email	<a href="mailto:thomas@test.com">thomas@test.com</a>
*Division Department Head	<a href="#">Sunaree Marshall</a>		
*Division Administering Contract	Housing and Community Development Division		
*Contract Manager	Solicitation Manager	Contract Manager Email	<a href="mailto:smanager@test.com">smanager@test.com</a>
Business Finance Officer	<a href="#">Finance Admin (Training)</a>		
PME Evaluator	<a href="#">PME Evaluator Test</a>	Contract Finalizer	<a href="#">SolSpecialist (Test)</a>
Are Preliminary Reviews Required? <input checked="" type="checkbox"/>			

# DCHS teams are here to support you!

**Contracts and Procurement Unit (C&P):** Provides contracting and procurement support to the entire department and can help answer Contractor questions related to the process or any standard templates. If you have generic contract or procurement questions, please email [dchscontracts@kingcounty.gov](mailto:dchscontracts@kingcounty.gov).

**DCHS Agiloft Team:** Provides support for the Agiloft system and can help Contractors troubleshoot any technical or system navigation issues. If you have any questions about Agiloft, please email [dchsagiloft@kingcounty.gov](mailto:dchsagiloft@kingcounty.gov).



# Questions/Feedback

---

# Questions

Thank you for watching this training!  
If you have any questions, please email  
[DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)  
for assistance. DCHS is here to support you!

# Feedback Survey

Please consider sharing your feedback through a brief [DCHS Contracting Overview Training online survey](#):



Your feedback will help inform future trainings, including how to improve this one. Thank you!

# STAY CONNECTED WITH US!



Instagram



Blog



LinkedIn



YouTube



Website



Data Dashboard