

CONTRACT PROCESS

Before the contract process can begin it is necessary to forward to the Economic Development Department the following:

- 1. Contract Application Form**
- 2. Program Budget - Explanation of Costs**
(Required for Omnibus and Cultural Contracts)
- 3. Proof of your 501(c)3 status**
- 4. Federal Identification Number verification**
- 5. Insurance Certificate**
 - Suffolk County must be listed as the Certificate Holder
 - Suffolk County must be listed as "additionally insured"
 - Suffolk County must be notified within 30 days of cancellation of policy
 - \$2,000,000 liability insurance is required of contracts in excess of \$1,000
- 6. Living Wage Certification/Declaration (LW38)** (3 original signatures)
check either Section I or Section II. If Section II is selected, a reason why the Law does not apply to your organization must be included. In any case Sections III and IV must be completed.
- 7. Public Disclosure Form (SCEX22)** (3 original signatures) **All lines** must be filled in and the form notarized. If any line does not apply to you, please so indicate on each line to which it does not apply.