STATE OF GEORGIA

Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

Date: December 10, 2015

To: RBWO Providers

From: Catrecia Stokes Bryan, Director
Office of Provider Management

Re: FY17 Contract Requirements

As we approach the FY17 contract year, our goal is to ensure that all FY17 contracts are executed timely and efficiently. To that end, we will need the documents below submitted to the Office of Provider Management by close of business on **January 15, 2016**.

All documents should be submitted electronically to Brenda Jones at Brenda.Jones@dhs.ga.gov or faxed to 678-747-6881. If faxing, please include your organization's name, address and contact information on the cover page. If you have questions or concerns, contact either Brenda Jones at Brenda.Jones@dhs.ga.gov or 404-232-7860 or Shaun Johnson at Shaun.Johnson@dhs.ga.gov or 404-657-3762.

- Georgia Secretary of State Corporations Divisions (Print document showing *Active/Compliance for year 2016- https://cgov.sos.state.ga.us*)
- Corporate Resolution Form (Non-for-Profit-Only)
- Criminal Background Form
- Security & Immigration Compliance Form
- Tax Compliance Form
- W-9
- Vendor Management Form
- Vendor-Provider Request Form (Each location)
- Certificate of Liability Insurance (*Send single page from insurance company*)
    - Malpractice/Professional Liability Policy ($1 million per occurrence/$3 million aggregate policy limits)
    - Commercial General Liability Policy ($1 million per occurrence/$3 million dollar aggregate policy limits)
    - Business Auto Policy ($1 million per occurrence/$1 million dollar aggregate policy limits)
    - Commercial Umbrella Policy ($1 million and $3 million dollar policy limits)
    - Workers Compensation Insurance (if employs 3 or more employees)

cc: Brenda Jones, Business Operations Specialist, OPM
Shaun Johnson, Providers Relations Manager, OPM
Dianne Kelly, Foster Care Services Director, DFCS