



**City of Seattle**  
**Human Services Department**

**HSD's Innovation Fund Contracting Requirements**

- Any contract resulting from this Request for Proposal will be between the City of Seattle, through its Human Services Department, and the applicant (referred to as "Contractor" in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete a final report that details the results achieved with the funding. Additional data may be required for audit or evaluation purposes.
- All programs funded through this Request for Proposal must publicly recognize HSD's contribution to the program.
- Depending on the scope of services contracted, the individual or agency may be required to maintain insurance coverage that is proportionate to the award level.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of any resulting contract against unauthorized use, access, disclosure, modification or loss.