

Racine County Human Services Department

Racine County Dennis Kornwolf Service Center
1717 Taylor Avenue
Racine, WI 53403

15-00022



January 7, 2015

RECEIVED

Contract Agency 2015

JAN 09 2015

RE: Enclosed Contract

Dept. of Public Works

Dear Contract Agency,

Enclosed are two copies of your 2015 contract with the Racine County Human Services Department. The *Contract Administration Manual* is available on the Racine County web site, www.hsd.racineco.com under Administration – Contracting – Documents. Should you desire a copy of the State of Wisconsin *Provider Agency Audit Guide* and the *Allowable Cost Policy Manual*, they are available at www.dcf.wisconsin.gov or www.doa.state.wi.us.

Please sign both copies of the contract and return both copies to me at 1717 Taylor Avenue, Racine, Wisconsin 53403. After all required County signatures are obtained, I will return one fully executed copy of the contract to you for your records. ***Do not make any changes to this contract or the attached exhibits. Adding or deleting information will invalidate this document. If changes or corrections are necessary, please contact the undersigned for instructions.***

You will note that we have also included information regarding 2015 audit requirements. Please review this letter carefully to insure compliance.

If you have not already done so, please forward or enclose the following:

- A copy of your general liability insurance which names Racine County, and its officers and employees, as additional named insureds. *Procurement of liability insurance is part of your contractual agreement with the Racine County Human Services Department.*
- A copy of your Affirmative Action Plan/Civil Rights Compliance Assurance. *A Civil Rights Compliance Plan or Letter of Assurance and an Equal Opportunity Employment Policy are mandated by the State of Wisconsin.* Please refer to your contract to ascertain which document applies to your agency.

Should you have any questions, feel free to contact me at 638-6650.

Sincerely,

A handwritten signature in blue ink that reads "Mary B. Perman". The signature is written in a cursive, flowing style.

Mary B. Perman
Accountant Supervisor – Contracts & Purchasing

Enclosures