

CONTRACT SIGNATURE PROCESS

A binding contractual agreement requires the signatures of both the contractor and the Department of Human Services (DHS) Director or designee. Any questions concerning these procedures can be directed to the Office of Contracts and Rate Setting by calling (517) 373-3724.

1. Verify that the contract or amendment contains the agreed upon terms. If a disagreement is noted, **do not sign**. Contact the DHS contract administrator with an explanation of the problem. The contract administrator will resolve the issue. If the disagreement can be resolved by making pen and ink changes to the document, the contractor must initial all changes made.
2. Sign both copies of the contract or amendment in the space adjacent to “By:” beneath the contractor name on the last page. A person authorized to sign for the organization must sign the contracts or amendments.
3. Print the name and title of the person signing the contracts or amendments beneath the signature.
4. Obtain the signature of a witness to the contract/amendment signer’s signature. Record signature in the “Witness” section located to the left of the contract/amendment signature.
5. Mail 2 copies of the contract/amendment with original signatures to the Department of Human Services, Division of Contracts & Rate Setting, 235 S. Grand Ave., Ste 1201, Lansing, MI 48933.
6. The space provided for a signature binding the Department of Human Services to the Agreement is for the use of the DHS Agency Director or authorized designee. This space should remain blank.

NOTE: All contractors must be registered on the Michigan Accounting Information Network (MAIN) to receive payment. You may register as a Vendor online at www.cpexpress.state.mi.us or by calling Vendor Registration at 517-373-4111.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.