

## Vendor Contract Language Guide

The information below is to provide counties with a clear picture of the vendor contract language requirements set forth in both the State and Federal Grant Agreements with Department of Management Services, DMS based on the thresholds of the quoted project and/or grant award.

### **Vendor contract language for ALL 911 Board approved grants must include:**

13.3

- be bound by the terms of the DMS Agreement, as applicable.
- all provisions necessary to ensure the contractor's compliance with applicable state and federal laws.

### **Example wording for the above guidelines could be:**

“The Contractor and any subcontractors shall:

- i. be bound by the terms of the additional terms and conditions for the rural or state grant
- ii. be bound by all applicable state and federal laws and regulations
- iii. hold Florida Department of Management Services and the County harmless against all claims of whatever nature arising out of the performance of work under this contract to the extent allowed and required by law.”

### **Helpful Reminders:**

- If one vendor has multiple contracts, all contracts must contain the required language.
- If there are multiple vendors under one grant, each vendor must provide a compliant contract.

- There are additional vendor requirements that the county must ensure.  
These include:
  - 14.3 ".....The Grantee must also include a requirement in contracts that the contractor must utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term. If the Grantee is not enrolled in DHS E-Verify System, it will do so within five (5) days of notice of the Agreement execution. The link to E-Verify is <http://www.uscis.gov/e-verify>."
  - 8. PUBLIC RECORDS ".....The Grantee must also ensure that any contractors and subcontractors that perform work pursuant to this Agreement comply with the requirements of Chapter 119, F.S., as applicable."
  - 7.2 "The Grantee shall maintain all records, including those pertaining to any and all contractors, subcontractors, and consultants to be paid from funds provided under this Agreement and further including documentation of all program costs in a form sufficient to determine compliance with the requirements and objectives of the Application, and all other applicable laws and regulations, for the longer of five (5) years after the end of the performance period....."

**If the Vendor Contract does not contain termination language, item 12 of your DMS agreement may be considered an example of this language requirement.**