

## **Adding a Subcontractor to a DVR Statewide Service Agreement**

The Provider retains responsibility for fulfillment of all terms and conditions of the Agreement with any subcontracted agency. All subcontracted agencies must be identified. The Provider certifies that by signing the Agreement, the subcontractor is qualified to provide the services as required in the technical specifications. Service Providers will need to have all required subcontractors entered online within 30 days of their agreement with the subcontractor.

Service Providers are strongly cautioned to review necessary legal definitions of a subcontractor relationship. The Internal Revenue Service has information that may be relevant and has many published guidance documents.

That information may be found at:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Defined>

All DVR purchase authorizations will be issued to and payments made to the Provider, not the subcontracted agency. Failure to identify a subcontractor and complete the steps identified below or may result in the termination of the service agreement with the Service Provider.

In the online agreement enter each subcontractor, the data fields include:

- Subcontractor Business Name
- Effective start date
- Effective end date
- Subcontractor First name, middle initial and last name
- Address
- City
- State
- Zip code
- Telephone
- Cell phone
- Email address
- Statewide services provided to DVR

Additional signature documents will be identified and added to the signature documents in your online agreement.

**To REMOVE subcontractors from your agreement add an effective end date. The subcontractor will remain listed as inactive.**

**It is strongly encouraged that subcontractors review the DVR Service Provider information so that they may be fully informed of their responsibilities and to assist in the provision of quality services to DVR consumers.**