

Contracting with Hennepin County

Requirements overview

Providers must meet several requirements before they are able to enter into a contract with Hennepin County Health and Human Services.

Key documentation and verifications

Most requirements are met by submitting specific documentation, and others are verified without documentation. Requirements must be met at the time the contract is signed.

- **Minnesota Secretary of State registration**

Every provider must be registered to do business in Minnesota and be in "Active/In Good Standing" with the Secretary of State.

- **Pass a debarment check**

The county will not do business with providers who are debarred from receiving public funds by the State of Minnesota or Federal government. This applies to all organizations and their key personnel.

- **Certificate of Insurance**

The county requires providers carry insurance coverage during the entire term of their contract. Providers must have the appropriate level of insurance in place before they enter into a contract. Providers must ensure they have a Certificate of Insurance on file with the county prior to their contract being fully executed. Hennepin County must be listed as an "Additional Certificate Holder" on the insurance certificate.

- **Completed Provider Fact Sheet**

This is a county form used to collect pertinent information from each provider.

- **Current license, if applicable**

For contracted services that require a city, state, or federal license or certification, a current copy of the licensing document must be on file with the County.

Contact

**Health and Human Services
Contract Management
Services**

[Provider relations](#)

612-348-4071

hhspartners@hennepin.us

Website

hennepin.us/hhspartners

- **Affirmative Action documentation**

The county requires all providers to adhere to our affirmative action program requirements. If the contract award is over \$100,000; the provider will need to submit documentation to the county. The type of documentation will depend on the size of the provider's organization.

Expected practices

In addition to the above documentation, there are best practices providers are strongly encouraged to have in place prior to a contract start.

- **Sound billing practices**

Provider is encouraged to have sound billing practices which include a review and approval process for all expenses.

- **Accounting policy and procedure manual**

An accounting policy and procedure manual as part of a sound financial accounting system and will be required by the provider's contract with the county.

- **Data privacy policy and/or procedures**

Providers must ensure there is a system in place to protect client data and access to county systems which contain client data.

- **Client grievance procedure**

Contracts require provider have established system for clients to present grievances about program and that clients are advised of this right.

- **Background checks and driver's license investigations, if required by contract**

Depending on the contracted services, provider may be required to conduct a criminal history/background investigation and/or driver's license checks on each employee who will be providing direct service.

Additional resources

If awarded a contract with Hennepin County, your assigned contract manager will work with you to review key requirements.

You can find additional information about contracting requirements in the Contracting Guide, available on the hennepin.us/hhspartners web page.