

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

Contract Initiation Instructions

Organizational Support Program (OSP)

Creative Communities San Diego Program (CCSD)

A **Contract with the City of San Diego** through the Commission for Arts and Culture (Commission) consists of a standard contract including exhibits and all the items listed below. All of these items must be on file or submitted to and approved by the Commission before your contract can be routed to the Purchasing Department and the City Attorney's Office for their approvals.

Your completed Package is due by **4:00 pm, Fri, Aug 31, 2012**. All submissions are subject to approval by various City Departments. Incomplete submissions may be returned and will delay your payments.

Two (2) copies of all of the following are required:

Item
1. Exhibit A (Mission Statement, Goals and MEASURABLE Objectives)
2. Evidence of Insurance
3. Contact Information Form
4. CA Secretary of State Non-Profit Active Status Verification
5. CA Attorney General Non-Profit Active Status
6. Suspension and Debarment Status Verifications
7. Equal Benefits Ordinance Compliance
8. Drug-Free Workplace Certification
9. Work Force Report

New Contractors Only:

10. IRS W-9
11. Contractor Registration Form
12. Electronic Payment Enrollment Form (optional)

In addition, your chief executive officer must sign and return the two (2) copies of the standard contract that will be supplied to you.

Information regarding all these requirements (and most of the forms in Word or PDF versions) is on the Commission's website:

- OSP: <http://www.sandiego.gov/arts-culture/funding/osp.shtml>
- CCSD: <http://www.sandiego.gov/arts-culture/funding/ccsd.shtml>

Questions?

Please contact Teresa Monillas, Contracts Coordinator at 619-236-6803 or tmonillas@sandiego.gov