



## Navigator Contract Continuation or Completion Form

### Return immediately (deadline was Nov. 17)

To extend your navigator contract prior to the current expiration date of December 31, 2014, complete this form and **return to MNsure immediately**. If your organization will not continue past December 31, also return a completed form to MNsure to ensure our records are updated accordingly.

Completed forms must be returned via email ([navigators@mnsure.org](mailto:navigators@mnsure.org)) or fax (651-431-7572).

1. Navigator organization name: \_\_\_\_\_

2. Individual completing form, title: \_\_\_\_\_

3. Will your agency continue to provide navigator services after December 31, 2014?  
 Yes  No

If yes, answer remaining questions below. If answering no, form is complete and can be returned to MNsure. For additional information on navigator roles visit this link:

<https://www.mnsure.org/navigators/capps/roles.html>

4. Organization's legal address:  
\_\_\_\_\_

5. Authorized Representative, title and email:  
\_\_\_\_\_

6. Data Privacy Contact/Responsible Authority, title and email:  
\_\_\_\_\_

7. Signature Authority, title and email:  
\_\_\_\_\_

8. DUNS number (new for 2015 contracts): \_\_\_\_\_

Since navigator organization contracts are subgrant agreements, we require a DUNS number from contracted organizations. Below are steps to acquire a DUNS number if your organization does not have a DUNS number.

- Learn about DUNS numbers from the Small Business Administration and what's required to request one here: <http://www.sba.gov/content/getting-d-u-n-s-number>.
- Visit the DUNS Request Service portal for instructions on applying or searching for an existing DUNS number here: <http://fedgov.dnb.com/webform>.