

LCCS POLICY 220 Contract Review

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See new Policy #:	

Scope:	Department Managers
Responsibility:	Associate Director of Administrative Services, Legal Department Secretary, Manager of Contracts, Accounting Unit, Division Directors/ Associate Directors.
Purpose:	To ensure that all contracts for goods and services are subject to an appropriate review and approval process that is completed on a timely basis and is consistent with applicable laws, rules and the LCCS Procurement Plan.
Legal Cite:	ORC 307.86, 307.92 Also reference legal cites within LCCS Procurement Plan

POLICY STATEMENT

An LCCS manager seeking to develop a contract with an outside vendor will consult with other appropriate agency managers to ensure that the contract is developed with specific, measurable performance standards linked to the achievement of good outcomes for children and families. Contracts will be approved or disapproved in a timely manner.

PROCEDURE - including required timeframes and documentation

LCCS will comply with all applicable federal and state statutes, federal regulations, state administrative rules, county policies and the LCCS Procurement Plan when securing goods and services, as well as in the development and processing of all LCCS contracts for those goods and services.

The Lucas County Children Services Board will be notified of all pending Agency contracts. The Board receives a listing of all proposed contracts when the annual budget is presented and, subsequently, approved by the Board. All contracts equal to or greater than \$25,000 and not included with the contract schedule as part of the annual budget approval process must be approved by the Board. In addition, all contracts generated through the LCCS Request for Proposal (RFP) process and any contract amendments equal to or greater than \$25,000 must be approved by the Board. All contracts must, ultimately, be signed and, therefore, approved by the Executive Director.

Any LCCS manager may originate a contract. The manager originating the contract development and approval process must receive approval for same through his/her chain-of-command prior to any formal contract development efforts.

Prior to writing a contract, the LCCS manager originating it will meet with the Contract Manager for technical assistance regarding performance indicators and outcomes to measure the effectiveness/quality of the proposed services. As necessary, the Contract Manager will meet with the potential Provider and originating manager to develop the outcome measures.

Following completion of the technical assistance, the Contract Manager or other designated manager will draft the contract. All contracts originated by LCCS managers must be reviewed and have contract language approved by the Contract Manager and originating division director prior to being submitted to the potential contractor for their approval and signature.

The Contract Manager or designated department manager will submit the following to the potential contractor for signature: (a) three (3) copies of the contract and (b) the "Terrorist Exclusion List" and corresponding "Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization (HLS 0038, 8/06). The three (3) copies of the contract and terrorist organization form, each with original signatures must be returned by the potential contractor and must be attached to and submitted with the "Contract Request/Approval" form (LCCS #8709, Rev. 3/2007) in order to obtain final/official LCCS approval.

All contracts, including those originated by outside sources (e.g., trainers, EAP provider) must be routed through the agency's contract approval process.

The manager originating the contract will complete the appropriate sections of the "Contract Request/Approval" form, attach the three (3) originals of the contract and terrorism form signed by the potential contractor and route the packet for review and approval, utilizing the "Contract Request/ Approval" form (8709, Rev. 3/2007) for the routing cover page.

The Legal Department Secretary will be responsible for forwarding the contract packet to the Lucas County Prosecutor for approval as to form. Upon approval by the County Prosecutor, Legal Department Secretary will forward the contract packet to the LCCS Accounting Department.

The Accounting Department will be responsible for obtaining approval from the Associate Director of Administrative Services and the Executive Director.

The Executive Director will sign all three (3) copies of the contract.

Once all approvals have been obtained, the Accounting Department will forward the three (3) original signed contracts to the County Auditor for certification. Once certified, the County Auditor will keep one original and return the other two (2) originals to the LCCS Accounting Department.

The LCCS Accounting Department will keep the signed terrorism form and one (1) certified original of the contract and forward the remaining certified original of the contract to the contractor. The LCCS Accounting Department will make additional copies of the certified contract and forward them to the LCCS manager originating the contract and the Contract Manager.

The Accounting Department will alert the originating LCCS manager when/if contract funds are running low, are depleted or the contract is expiring and seek direction regarding whether an amendment or new contract needs to be prepared. **Amendments will not be written to extend the contract into a new calendar year.**

If an amendment is necessary and warranted, the originating LCCS manager will notify Accounting via E-mail after obtaining written approval to do so from her/his immediate supervisor.

Accounting will prepare the amendment and obtain the signatures of the Contractor and Executive Director on three (3) copies of the amendment. Accounting will, then, forward the three (3) signed originals of the amendment to the County Auditor for certification. Once certified, the County Auditor will keep one (1) original and return the other two (2) originals to the LCCS Accounting Department. Accounting will keep one (1) certified original, forward the remaining certified original to the contractor and forward a copy to the originating manager.

If the contract needs to be revised for any reason other than the funds being depleted or contract expiring, a new contract must be drafted and routed through the normal process for approval.

The Contract Manager, Associate Director of Administrative Services, their secretaries, and the Legal Department Secretary will develop and maintain a log for tracking the status of a contract in the system. Contracts will be entered into the log upon receipt of the Contract Request/Approval form.

When the information is available and approved, contracts are to be written a minimum of sixty (60) days prior to the beginning or effective date of service provision to ensure that there is sufficient time for the contract to be certified. When this is not possible, contracts must be written no later than thirty (30) days prior to the beginning or effective date of service provision.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Form # 8709 (Rev. 3/2007) Contract Request/Approval
LCCS Policy 218 Request for Proposal
LCCS Procurement Plan