

DIVISION OF ADMINISTRATION

BUREAU OF GENERAL

SERVICES



Understanding Your Contract



Presented by
Debbie Brown



Office of Contract Administration

August 12, 2009

MISSION

***" TO PROVIDE HIGH QUALITY
SUPPORT SERVICES NEEDED TO
ASSIST IN THE DEPARTMENT OF
HEALTH'S MISSION"***



OFFICE OF CONTRACT ADMINISTRATION

Team of six (6) professional contract specialists, and a supervisor providing the following services statewide:

- ☞ Contract Management Training
- ☞ Review of Competitive Instruments
- ☞ Contract Policy Promulgation
- ☞ Certification of Non-Compliance and Settlement Agreements
- ☞ Review & Execution
- ☞ Contract Manager's File Review
- ☞ Contract Document Review and Execution
- ☞ Technical Expertise & Assistance

LEGISLATIVE INTENT

➤ Fair and open competition

➤ Public funds are spent wisely

➤ Uniform procedures are followed

➤ Ensure public confidence is maintained

PURPOSE OF CONTRACT MANAGEMENT SYSTEM

- ☑ To ensure protection of public funds
- ☑ To obtain best value for dollars
- ☑ To comply with applicable state and federal laws rules and regulations

GUIDING PRINCIPLES FOR CONTRACTS

★ **Accountability**

★ **Competitiveness**

★ **Partnership and Team work**



KEY CONTRACT DOCUMENTS

 Standard Contract

 Attachment I

 Financial & Compliance Audit
Attachment

TYPES OF MONITORING

Programmatic monitoring:

The evaluation of the program performance of the provider against specific terms and conditions.

Administrative monitoring:

The evaluation of the provider's administrative records to ensure that the provider is complying with the administrative terms and conditions of the contract.

RESOURCES

 Contract Manager

 Program Office

 Office of Minority Health

 Department of Financial Services

 Auditor General

Thank you from Contract Administration



We look forward to working alongside each and every one of you.



With Teamwork and Partnership everyone wins.