**DEPARTMENT OF AGING AND DISABILITY SERVICES (ADS)**

**CONTRACT PROCESS OVERVIEW**

At the start of each calendar year, ADS – Fiscal Services will send out a list of all current contracts, sorted by end date, to program staff identified as having contract responsibilities. Program Director/Manager will be copied on this communication.

Program staff will set up calendar reminders for all extension requests or new contracts that will be needed during the calendar year for their respective area. Program staff should establish reminders to allow for sufficient internal processing time and timely submission of their Contract Authorization Form to the Central Contracts Unit (CCU), one-hundred and twenty days prior to the effective date of their contract(s).

The Contract Authorization Form has been amended. Please use attachments for the description of service(s) and criteria used to select contractor(s), do not include this information on the authorization form.

A new form has been developed – Criteria Used to Select This Contractor. Please complete this form and include it as an attachment when submitting your Contract Authorization Form.

Consult with your Program Director/Manager prior to developing any new scope of service(s) to identify all of the required elements to be included. Please check with ADS – Fiscal Services for any guidance you require. Please have your draft description of service(s) reviewed by your Program Director/Manager and ADS – Fiscal Services. The description of service(s) should include approved contract template language whenever available or ask ADS-Fiscal Services to seek approval of templated language when you anticipate generating multiple contracts for the same type of service(s). Contracts with existing approved template language include: DDS – Medical/Psychological Consultant Services; BRS and BESB – Vocational Rehabilitation Services; BRS and BESB – Pre-Employment Transition Services. Components to include in the description of service(s) include contract overview, applicable statutory reference, language describing the scope of service(s), definitions for contract terminology, contractor responsibilities, agency responsibilities, desired outcomes, outcome measures, deliverables, reporting requirements, budget and payment information. Remember, the contract must be approved by individuals that are not familiar with our agency, programs or clients, be as clear and specific as possible. Your description should identify who, what, when, where, why and how. When in doubt, ask for help from ADS-Fiscal Services.

If you are requesting an amendment to the contract dates or amount, please include the existing contract amount, contract period and contract #, in addition to the increase to the contract amount and/or extension of the contract period.

If you are unsure of the funding codes, please check with ADS-Fiscal Services for assistance.

Remember to start as early as possible, expect delays that are out of your control and always seek assistance from ADS-Fiscal Services. Our goal is to achieve 100% compliance with the OPM requirement to have all of our contracts implemented 30 days prior to the effective date. With your help, we can achieve this goal and ensure timely execution of our contracts and delivery of valuable services to the individuals we serve.