

**A. BACKGROUND & DEFINITIONS**

**Background:** In October 2013, OPM promulgated a policy that each year State purchase of service (POS) agencies shall seek to execute at least 95% of their POS contracts no later than 15 days prior to the planned start date of a new or renewed contract. As part of this policy, State POS agencies are required to report on their performance each year with respect to this 95% standard.

**Definitions:**

**New Contract** = A new contract for a service not previously contracted for with a provider

**Renewed Contract** = A contract for the same services with the same provider that was either: a) extended through an amendment or b) replaced by a new contract having a new term.

**Start Date** = The planned commencement date of a New Contract or the day following the expiration date of a contract to be Renewed by extension or replacement by a new contract.

**Fiscal Year 2018:** The information included in this report relates to any New or Renewed contract with a schedule date Start Date anytime within Fiscal Year 2018

**Legend:**

DCF=Department of Children and Families; DOC=Department of Correction; DDS; Department of Developmental Services; DMHAS; Department of Mental Health and Addiction Services; DPH=Department of Public Health; DSS=Department of Social Services; DOH=Department of Housing; DORS=Department of Rehabilitation Services; OEC=Office of Early Childhood; SUA = State Unit of Aging

**B. Metrics re Timely Contract Executions: FY 18**

Metrics	DCF	DOC	DDS	DMHAS	DPH	DSS	DOH	SUA	DORS	OEC	Total # for All POS Agencies
Total # of New or Renewed Contracts executed in FY 18	19	13	16	135	111	111	17	29	57	28	536
Total # of New or Renewed Contracts executed 15 or more days prior to the planned Start Date	1, 5%	0, 0%	12, 75%	3, 2%	65, 59%	70, 63%	0, 0%	0, 0%	49, 86%	0, 0%	200
Total # of New or Renewed Contracts executed 0 to 14 days prior to the planned Start Date	5, 26%	1, 7%	2, 12.5%	19, 14%	10, 9%	39, 35%	9, 53%	0, 0%	3, 5%	5, 17%	93
Total # of New or Renewed Contracts executed 1 to 30 days after the planned Start Date	11, 58%	4, 31%	2, 12.5%	23, 17%	16, 14%	0, 0%	6, 35%	1, 3%	5, 9%	17, 59%	85
Total # of New or Renewed Contracts executed more than 30 days after the planned Start Date	2, 11%	8, 62%	0, 0%	90, 67%	20, 18%	2, 2%	2, 12%	28, 97%	0, 0%	6, 21%	158

**C. Comments:**

DPH - Experienced a large amount of late contract requests due to funding considerations.

DPH - Experienced delays in contract review/approval at the OAG.

DCF - Of the 13 DCF contracts executed after their start dates, 4 were due to issues with the provider's ability to access and utilize DocuSign (since resolved), 4 were due to delays in OAG approval of language and 5 were due to delays in DCF - Receipt of completed budgets from the provider. DCF is working on an initiative to decouple budgets from contracts which will minimize these types of delays in the future.

DOC, DDS - Delay in the approval of the State budget.

DOC - Limited period from when federal funds are awarded to DOC and the start date of the project.

DOC - Licensing delays

CCU - At the request of DORS, the State Unit on Aging (SUA) is being reported separately for 2018. These agencies did not officially merge until June, 2018.

DSS - A variety of factors can contribute to the delay of timely executions of contracts and depend on circumstances that include but are not limited to the delay in funding availability, contract negotiations, internal and external parties.

DDS - Amount of time for contractor to sign and send back contract documents