

## **DHHS Division of Contract Management** **Summary of Changes for Contracts Starting in FY15**

*Updated April 30, 2014*

**This is a summary of changes and improvements that have been implemented by the Division of Contract Management for contracts starting in State Fiscal Year 2015.**  
**Please share this document with appropriate staff within your office.**

### **Rider A – Scope of Work**

- Separated the current template into two: one for Client Services (Grants) and another for State Services (Contracts). This will make it easier for program staff to complete by identifying standard requirements for each type.
- Developed standard language for contracts that include contractors who are working on site and require that the state provide personal computers and email, etc.

### **Rider B - Payments and Other Provisions**

- Added clause to Invoices and Payments section to allow the Department to reduce or withhold payments if the previous agreement still has outstanding items. This will only apply to renewal agreements.

### **Rider D - DHHS Specific Provisions**

- Clarified the language on confidentiality, including stronger references to Business Associate Agreements.
- Included standard language for Whistleblower Protection as directed by the federal government.
- Added a clause regarding funding sources being de-appropriated, suspended or curtailed by either the federal or state government.

### **Rider C**

- Changed the title to ‘Exceptions to Agreement’ to serve as a general exception rider included at the end of the attachment list. This is intended to make the contract flow better.
- A protocol has been developed for a smoother approval process with DHHS Legal Counsel and DAFS/AAG. Exceptions are:
  - Approved on a contract by contract, case by case, basis.
  - Subject to review each year.

### **Other Improvements**

- Revamped 2015 template webpage to be more useful to program managers and administrators. The new version provides documents by Client Services (Grants) and by State Services (Contracts).  
(<http://www.maine.gov/dhhs/contracts/contract-2015/index.html>)
- Consolidated budget forms for agreements subject to MAAP to make it simpler for providers.
  - For Fee for Service agreements, the F-1 and F-2 budget forms have been combined into one workbook.

*No idea is stupid, No question is stupid, Respect is earned both ways.*

- A simplified version of the F-2 budget form was developed. In Section 15, Cost-Shared and Non-Cost-Shared were replaced by Cost-Settled.
- Created “Rider A Review Checklist”, which standardizes the items to be reviewed across the DCM teams. The goal is consistency and accuracy.

### **Requirements**

The State is taking a stronger stance on requiring certain documentation before an agreement will be encumbered. This includes the following documentation:

- Business Associate Agreement signed
- Certificate of Liability Insurance
- Debarment Form

DCM will be sending multiple communications to providers in order to make this smooth.

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