

DHHS Division of Contract Management

STEP 2B: CONTRACT CHECKLIST

Last updated February 25, 2015

1. **Program develops Rider A Outline. [1 week]**
 - a. Review Sample Generic Rider A document.
 - b. Develop outline of Rider A based on the Generic Rider A Template and the performance measures in the [Accountability Template](#).
 - c. Submits Rider A Outline to DCM.
 - d. DCM will make recommendations or request additional information and/or an in-person interview.

2. **Program develops Rider A. [2 – 4 weeks]**
 - a. Develop Rider A language based on the approved Rider A outline (proofread for typographical and grammatical errors).

3. **Program determines if Rider E is applicable and establishes a payment method. [1 – 2 Days]**
 - a. Rider B - statewide terms and conditions language provided by DAFS.
 - b. Rider E - program specific language.

4. **Program submits Contract Package documents to DCM. [1 – 2 weeks]**
 - a. Riders A, B, E.
 - b. AAF* authorized by the PFO—to ensure allotment / funding is available.
 - c. Grant approval notification if federal dollars are being used.
 - d. BP37XX.
**For contracts not included in the approved allocation plan or when making a change to a contract on the plan*

5. **DCM sends allocation letter to providers and reviews contract budget proposals for direct client service agreements. [2 – 4 weeks]**

6. **DCM Contract Relationship Manger (CRM) takes ownership of the project; partners with Program Administrator (PA) to assemble complete contract package. [1 – 2 Weeks]**

7. **CRM and PA jointly proofread complete contract package for typographical, grammatical and formatting errors. [1 – 2 Days]**

8. **CRM coordinates final review of contract package. [1 -- 2 weeks]**
 - a. Internal group approvals. (For contracts worth more than \$750,000 annually.)
 - i. Program Office Director (or designee)
 - ii. General Counsel (Kevin Wells or designee)
 - b. If contract exceeds \$3 million annually, AG Office reviews. [1 – 2 weeks]

9. **DCM coordinates execution of contract. [4 weeks]**
 - a. Send complete contract package to Provider for signature.
 - b. Obtain Department signature of Provider-signed contract.
 - c. Submit fully signed complete contract package to DAFS Division of Purchases.
 - d. If contract exceeds \$1 million on an annual basis, SPRC reviews.