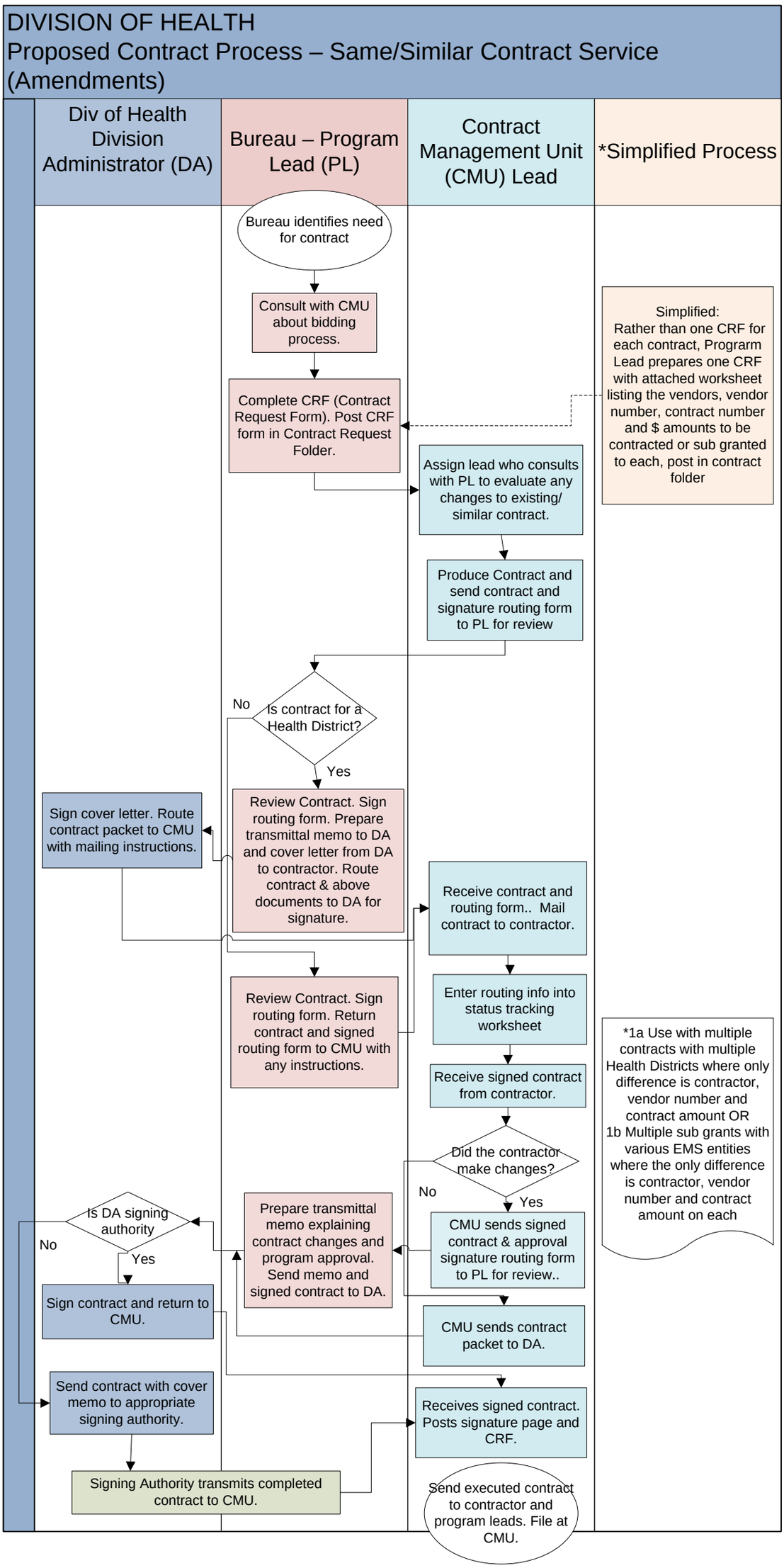
DIVISION OF HEALTH
Proposed Contract Process – Same/Similar Contract Service (Amendments)
Div of Health Division Administrator (DA)
Bureau – Program Lead (PL)
Contract Management Unit (CMU) Lead
*Simplified Process
Bureau identifies need for contract
Consult with CMU about bidding process.
Complete CRF (Contract Request Form). Post CRF form in Contract Request Folder.
Simplified: Rather than one CRF for each contract, Programr Lead prepares one CRF with attached worksheet listing the vendors, vendor number, contract number and $ amounts to be contracted or sub granted to each, post in contract folder
Assign lead who consults with PL to evaluate any changes to existing/ similar contract.
Produce Contract and send contract and signature routing form to PL for review
Is contract for a Health District?
No
Yes
Review Contract. Sign routing form. Prepare transmittal memo to DA and cover letter from DA to contractor. Route contract & above documents to DA for signature.
Sign cover letter. Route contract packet to CMU with mailing instructions.
Receive contract and routing form.. Mail contract to contractor.
Review Contract. Sign routing form. Return contract and signed routing form to CMU with any instructions.
Enter routing info into status tracking worksheet
Receive signed contract from contractor.
*1a Use with multiple contracts with multiple Health Districts where only difference is contractor, vendor number and contract amount OR
1b Multiple sub grants with various EMS entities where the only difference is contractor, vendor number and contract amount on each
Did the contractor make changes?
No
Yes
Is DA signing authority
No
Yes
Prepare transmittal memo explaining contract changes and program approval. Send memo and signed contract to DA.
CMU sends signed contract & approval signature routing form to PL for review..
Sign contract and return to CMU.
CMU sends contract packet to DA.
Send contract with cover memo to appropriate signing authority.
Receives signed contract. Posts signature page and CRF.
Signing Authority transmits completed contract to CMU.
Send executed contract to contractor and program leads. File at CMU.