

CONTRACTS 1.0

Contract Processing -- 1.1

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Signature:



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POLICY

All contracts must be processed in accordance with the contract procedure guidelines of the Bureau of Health Services of the Department of Health, and the Department of Finance and Administration Rules. See Contract Procedure Guidelines, Chapter 0620-3-3-.06 (1) e. & f.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To assure compliance with the Department of Finance and Administration contract rules.

PROCEDURE

In order to properly process a contract, the contract must be prepared by the Fiscal Services Section of the Bureau of Health Services (FSS) with input from the appropriate section. Persons responsible for processing contracts are expected to review and assess program focus, statutory authority, scope of services, personnel, and budget information in the contract.

Contracts can be initiated by Section Chiefs, Regional Directors and selected Bureau of Health Services staff.

Each unit initiating a contract shall send a completed

- **Contract Processing Worksheet,**
- **Contract Processing Checklist** with appropriate attachments, i.e.,
 - copy of agency charter or filed amendments,
 - agency board member listing with titles,
 - name and title of authorized signer, and when appropriate,
 - copy of resolution of appointment as authorized signer,
 - Scope of Services,
- **Budget Summary Pages** including
 - Salaries Detail,
 - Detail Continuation and
 - Funding Information Summary - proof of approved indirect cost rate or cost allocation plan,
- Procurement Process Summary (missing), and
- Commissioner Letter if applicable to FSS.

Upon receipt of these documents, the FSS will complete the necessary forms and route the contract to the Budget Officer of the FSS for review and approval. Upon receipt of budgetary approval, the FSS will be responsible for developing the contract and for obtaining approval of the Office of Budget and Finance - Contract Office of the Department of Health. The Office of Budget and Finance - Contract Office will be responsible for obtaining approval of the Office of General Counsel.

Upon approval by the Office of Budget and Finance - Contract Office, the initiating unit and the contract agency will be forwarded a completed contract for review. The contract agency will be responsible for signing and returning the contract to the FSS.

Once a contract has been signed and returned by the contract agency, the FSS will be responsible for distributing the necessary copies to the Office of Budget and Finance - Contract Office for processing.

After the contract has been signed by the necessary departments (Finance and Administration, Personnel, Comptroller's Office, Governor's Office), a signed copy will be sent to the initiating unit and to the contract agency.

NECESSARY FORMS

A completed contract will include the following forms from the initiating unit:

1. Contract Processing Worksheet
2. TDH Contract Processing Checklists (2) (with appropriate attachments)

3. Budget Summary
4. State of TN Budget Summary (Salaries Detail)
5. Budget Summary (Detail Continuation)
6. Commissioner Letter (if applicable)
7. Procurement Process Summary

A completed contract will include the following forms from the FSS:

1. F&A Contract Summary Sheet
2. F&A Contract Summary Sheet Supplemental Schedule (as applicable)

REFERENCE DOCUMENTS

1. Tennessee Department of Health, Contract Procedures
2. Rules of the Department of Finance and Administration, Chapter 0620-3-3

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305