

CONTRACTS 1.0

Scope of Services -- 1.4

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Cathy R. Taylor, DrPH, MSN, RN

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Duties of the contractor and the state agency must be clearly and specifically defined in detail in all contracts submitted to the Fiscal Services Section of the Bureau of Health Services.

APPLICABILITY

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

PURPOSE

Assure accountability.

PROCEDURE

The Scope of Services must be measurable and contain at a minimum the type, quantity, place, time, and purpose for the proposed services to be rendered or received. When drafting the Scope of Services you should be able to answer the following questions about the proposed services: who, what, when, where, how, how many and how often. Staff responsible for initiating the contract must assure that the Scope of Services clearly and adequately addresses these minimum standards.

The Scope of Services must be completely finished and attached to the **Contract Processing Worksheet** when sent to the Fiscal Services Section of the Bureau of Health Services. If the Scope of Services is the same as in the previous year, attach a copy of the Scope of Services with the word processing reference number and indicate "same as previous year" on the **Contract Processing Worksheet**.

Performance Objective Reports may be used in place of defined Scope of Services if such reports are referenced and made a part of the contract. Proposals received through an RFP or RFGP process may also be used in place of defined Scope of Services if such proposals are approved by the Department of Health.

NECESSARY FORMS

Contract Processing Worksheet

REFERENCE DOCUMENTS

1. Rules of the Department of Finance and Administration, Chapter 0620-3-3-.06 (1) e and f
2. Tennessee Department of Health, Contract Procedures

OFFICE OF PRIMARY RESPONSIBILITY

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