

CONTRACTS 1.0

Sub-Contracts -- 1.7

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Signature:



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POLICY

No party to a contract shall assign an approved contract or enter into a sub-contract without obtaining the prior written approval of the Director of the Bureau of Health Services. Furthermore, no Region or Section has the authority to approve sub-contracts, unless granted the authority in writing by the Commissioner of Health.

APPLICABILITY

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

PURPOSE

To maintain accountability.

PROCEDURE

All sub-contracts are to be in writing and must include the "essential terms and conditions of the contract".

It is the responsibility of the Regional Director to review all sub-contracts which originate in their Region to insure that the essential elements are included. It is

the responsibility of the Section Chief to review all proposed sub-contracts for their appropriate section.

To obtain approval to enter into a sub-contract, three (3) copies of the proposed sub-contract must be sent to the Fiscal Services Section of the Bureau of Health Services (FSS) for review. This office is responsible for obtaining written approval from the Director of the Bureau of Health Services. If approved, two (2) copies of the sub-contract will be returned to the region/section submitting the sub-contract.

An approved copy of the sub-contract must be on file in the FSS for contractor expenses to be allowable.

REFERENCE DOCUMENTS

1. Tennessee Department of Health, Contract Procedures
2. Rules of the Department of Finance and Administration, Chapter 0620-3-3-.06 (m), Personal Services, Professional Services and Consultant Services Contracts

OFFICE OF PRIMARY RESPONSIBILITY

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