

# CONTRACTS 1.0

## Intra-departmental Agreements -- 1.17

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



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### **POLICY**

Intra-departmental agreements can be used to reflect negotiated terms with internal divisions within the Department of Health.

### **APPLICABILITY**

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

### **PURPOSE**

Provide uniformity where the provider of services or the Bureau of Health Services wants a description of the services and a total dollar liability to the state.

### **PROCEDURE**

All agreements must be negotiated with the Fiscal Services Section of the Bureau of Health Services (FSS) and the initiating unit desiring the agreement. The FSS will be responsible 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 desiring the agreement will be forwarded a completed agreement for review. The initiating unit will be responsible for obtaining the signature(s) of the agreement signee/agency.

Once an agreement has been signed and returned by the agreement signee/agency, the FSS will be responsible for distributing the necessary copies to the Office of Budget and Finance-Contract Office for processing. After the agreement has been signed by the Commissioner of Health, or Commissioner's designee, the FSS will return the original and one copy to the initiating unit desiring the agreement. The initiating unit will send a signed copy to the agreement signee/agency.

**OFFICE OF PRIMARY RESPONSIBILITY**

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