

CONTRACTS 1.0

Contracts with Former Employees -- 1.22

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



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POLICY

Contracts must not be made with individuals or companies owned by individuals who were state employees within six (6) months of the beginning term of the contract.

APPLICABILITY

This policy applies to all contracts, including Authorizations for Direct Purchase (DPA), such as the Medical Services Fee Schedule.

PURPOSE

To avoid conflicts of interest.

PROCEDURE

Bureau of Health Services personnel responsible for initiating contracts must require a written statement from the contractor that he or she has not been a state employee for six (6) months from the time that all salary termination pay and payments representing annual leave were made.

It is the responsibility of the contractor to maintain signed statements in appropriate personnel files.

REFERENCE DOCUMENTS

[Rules of the Department of Finance and Administration, Chapter 0620-3-3-.03\(d\) and \(e\).](#)

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305