

Number: AS-PT-07-002

Issue Date: 03/13/2007

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): DHS Managers & Contract Administrators |

Policy/Rule Title:	Contract Administration		
Policy/Rule Number(s):	DHS-020-005	Release No:	1.0
Effective Date:	March 1, 2007	Expiration:	N/A
Web Address:	http://www.dhs.state.or.us/policy/admin/cp/020_005.htm		

Discussion/Interpretation: Formal policy that outlines responsibilities and training requirements of staff assigned to monitor contractor performance.

Implementation/Transition Instructions: Staff responsible for contract administration duties will be required to receive training provided by Office of Contracts and Procurement (OC&P), unless exempted by the Designated Procurement Officer (DPO). A current listing of contract administrators and training attendance dates will be sent to Administrators & Managers for review.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. Contract Administration classes will be posted on the DHS Training Web page for on-line registration.

Local/Branch Action Required: Administrators & Managers will ensure staff responsible for contract administration duties attend OC&P contract administration

training or request an exemption.

Central Office Action Required: Administrators & Managers will ensure staff responsible for contract administration duties attend OC&P contract administration training or request an exemption.

Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: Michael Alberts, Evonne Alderete, Jane Alm, Pat Bouchie, Cathy Cooper, Bill Crowell, Bill Coulombe, Becky Daniels, Julie Davie, Robin Duval, Wendy Edwards, Janet Gerling, Leona Gildersleeve, Tracy Hulett, Shawn Jacobsen, Katy King, Christina Kocks, Bob Miller, Heather Mowry, Maria Nelson, Patty Osullivan, Jane Padgett, Lisa Roth, Craig Scharer, Helena Scheratski, Ann Snyder, Julie Strauss, John Swanson, Louie Thomas, James Toews, Darren Wellington, Heidi Williams, Carolyn Wilson, and Christopher Wilson

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

Contact(s):	Jeremy Emerson		
Phone:	503-945-6878	Fax:	503-373-7365
E-mail:	Jeremy.emerson@state.or.us		