

DIVISION 330

RESPONSIBILITY TO IMPLEMENT CONTRACTS

413-330-0080 (1) The appropriate SOSCF manager from whose budget the contract is to be funded, or designee, will be responsible to determine the need to contract, what is to be purchased, and the maximum amount which may be spent.

(2) The DHR Contracts Section will be responsible to assure compliance with SOSCF rules and policy in contractor selection and in writing and processing the contract.

(3) The DHR Contracts Section will be responsible to assure the legal sufficiency of all standard contracting forms including the CF 44 (Emergency Contract) and the CF 996 (Family Foster Home/Shelter Care Contract). Any changes to these forms must have the approval of Management Operations.

(4) The DHR Contracts Section will prepare and process all contracts between SOSCF and another party or agency except those listed in paragraphs (5) through (8) of this rule.

(5) Family Foster Home/Shelter Care Contracts will be prepared and processed by field staff in accordance with OAR 413-330-100, with the use of the CF 996 (Family Foster/Shelter Care Contract).

(6) Emergency contracts will be prepared and processed by field and/or Central Office staff as needed in accordance with OAR 413-330-500 through 413-330-540, with use of a CF 44 (Emergency Contract).

~~[(7) The administrator or employee authorizing payment for services requiring a contract, but did not have a fully signed contract in place before service begin date, must attach the following statement of understanding to any request for payment:~~

~~I (administrator/management) fully understand that having allowed or authorized services to be performed outside a contract that if SOSCF receives an audit exception or is otherwise contested for the action, I will be personally liable for the amount of the payment.~~

Signature of Administrator/Manager]

(7) Exceptions to OAR 413-330-0010(1), where payment would be authorized, can only be made in consultation with the Department of Justice after a finding has been made that there is a substantial basis in law for the claim and a substantial risk of liability to the agency.

Statutory Authority: Oregon Laws 1993, Ch. 676

Stats. Implemented: ORS 291.021