

Effective Date: 7/1/2019

Review Date: 9/4/2019

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 - Fiscal: Consultant Contracts

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 9/4/2019

Signature:

POLICY #3011.00

SUBJECT: CONSULTANT CONTRACTS

POLICY

Any professional service contract \$10,000 and under can be approved by the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Executive Director. Professional service contracts over \$10,000 require Executive Committee approval.

PROCEDURE

North Sound BH-ASO Department Manager/Supervisor shall receive verbal approval from the North Sound BH-ASO Executive Director prior to proceeding with the development of a Professional Services Contract.

Upon Executive Director approval, the North Sound BH-ASO Manager/Supervisor shall submit his/her request for a professional services contract to the North Sound BH-ASO Contracts Manager-. The request shall meet the following terms and conditions, whenever possible:

1. Name, address, phone number, e-mail and EIN# or social security number of individual/organization the North Sound BH-ASO will be contracting with;
2. Detailed description of what services the North Sound BH-ASO will be purchasing, including expected outcomes or performance measures, if appropriate;
3. Beginning and end date of the contract; and
4. Total Cost.

For professional services contracts of \$10,000 or less, the above referenced information must be submitted to the Contracts Manager at a minimum of 20 calendar days prior to the begin date.

Approval Process

All Professional Services Contracts must be reviewed and approved as to form by North Sound BH-ASO legal counsel. It shall be the responsibility of the Contracts Manager to assure professional services contract template has been approved as to form by North Sound BH-ASO legal counsel.

Professional Services Contracts of \$10,000 or less do not require Board approval. They must be approved by the Executive Director. The Board of Directors shall authorize all Professional Services Contracts greater than \$10,000.

ATTACHMENTS

None