



East Texas Gulf Coast Regional Trauma Advisory Council Standard Operating Procedures

Subject: Comprehensive Contracting SOP

Level: Council

Authorization: Board of Directors

Effective Date: March 9, 2010

POLICY: The Board shall approve, monitor and oversee all sub-recipient contracts.

PURPOSE: To provide for the development and implementation of comprehensive contracting policies and procedures to ensure sound contractual actions and comprehensive sub-recipient monitoring activities are conducted on a timely basis.

PROCEDURE:

1. Contracts with sub recipients shall be in writing and include the following:
 - a) Name and address of all parties;
 - b) A detailed description of the services to be provided;
EF29-12425 General Provisions (Core Sub recipient 2007) Rev. 07/20/2006 Page 20
 - c) Measurable method and rate of payment and total amount of contract;
 - d) Clearly defined and executable termination clause;
 - e) Beginning and ending dates that coincide with the dates of the applicable Program Attachment(s) or cover a term within the beginning and ending dates of the applicable Program Attachment(s);
 - f) Access to inspect the work and the premises on which any work is performed, in accordance with the Access and Inspection Article in the Contract; and
 - g) A copy of these General Provisions and a copy of the Statement of Work and any special provisions in the program attachment(s) applicable to the sub recipient.
Contractor is responsible to DSHS for the performance of any sub recipient.
2. Contractor shall not contract with a sub recipient, at any tier, that is debarred or suspended or excluded from or ineligible for participation in federal assistance programs.
3. Contractor shall ensure that all written agreements with the sub-recipient incorporate the terms of the state contract, and provide that the subcontractor is subject to audit by DSHS, HHSC and the SAO.
4. In setting compensation for contracts, the Board shall ascertain and consider usual and customary rates of compensation.
5. The Board shall determine the frequency and method of reviewing and monitoring the work product of the sub recipient to include but not limited to a written annual performance review.

RAC Chair

Bylaws Chair