









Procedure # 10: – Annual Program Contract Review

Governed by: Chief Compliance & QA Officer







Approval Date: May 18, 2017

Last Updated: May 10, 2017






Purpose:

-  Purpose: Confirm continued mission alignment
-  Prepare for anticipated RFA, refunding application or anticipated contract negotiations
-  Identify Continuous Quality Improvement (CQI) opportunities
-  Develop CQI Action Plan
-  Streamline & Maximize Resources
-  Support Contract Execution Activities

Procedure:

-  Annually the Chief Compliance & QA Officer will update and disseminate the CEO Annual Contract Refunding/Renewal Team Meeting Calendar to ensure all Programs are scheduled for a comprehensive contract review 60-90 days prior to expiration.
-  The Chief Compliance & QA Officer will coordinate Program Contract Review Team Meetings with key parties listed on the calendar.
-  Key parties will consistently include program specific oversight Director, Program Manager and key staff, HR, Fiscal, Grants Manager, Compliance & QA and other relevant key players periodically as applicable to the program. For example President, Planning, Development, IT.
-  The Chief Compliance Officer will send an invite and agenda.
-  Key parties are responsible to come to the meeting prepared in accordance with the invite instructions.
-  The meeting agenda will consistently include but is not limited to;
 - Mission Discussion – Is this program still a need in accordance with our CNA? Is it still aligned with our mission? Is it in the agencies and communities best interest to re-apply?
 - Program Updates / Design–What’s working & Challenges
 - Service Area – Does the current service area continue to make sense?



- Deliverables – Are we currently on track? Will they remain reasonable moving forward? If changes are desired how will that impact design, budget, staffing structure, etc.....?
 - State of the Budget -How will or should that impact the RFA, refunding application and/or contract discussions. Program design, etc.....
 - Staffing Structure – Is it working? Are changes needed? What are the impacts?
 - New insights/Identified gaps/ Unmet needs/ Innovative ideas/New opportunities
 - On the Horizon – local, national, political influences, etc.....
 - RFA/Refunding specifics, goals and timelines
 - Action plan development & responsible party assignments
-  The Chief Compliance & QA Officer will develop and disseminate meeting minutes to all key parties within 15 days of the team meeting.
-  All key parties will move forward with completion of their assignments in accordance with the action plan developed.
-  Program Director will invite Program Manager to Sr. Admin meeting, within thirty days of team meeting, to present findings and action plan for moving forward.
-  If Sr. Admin feedback results in something fresh and unexpected the action plan will be revised accordingly.
-  Chief Compliance Officer will continue to monitor action plan throughout completion and carry anything over into the next annual contract review discussions when applicable.