



Policy # 11: – Contract Review & Execution

Governed by: Chief Compliance & QA Officer

Approval Date: May 18, 2017

Last Updated: May 17, 2017

Purpose:

- Comprehensive review of all contract terms and obligations
- Ensure all applicable parties are informed and prepared to meet contractual obligations
- Support contract compliance and accountability

Policy:

- All contract documents will be reviewed and approved by the Chief Compliance & QA Officer or Chief Administrative Officer or designee prior to the Presidents endorsement and execution of services.

A contract or agreement is defined as any document describing a service provision or understanding between CEO and any outside entity in exchange for funds.

Contracts and agreements that must be reviewed and approved by the Chief Compliance Officer

- CBO's
- County
- State
- Federal
- Corporations

Examples: DOH, HHS, DOL, CAP60, COPA, School Districts, Beginnings, Seymour Fox, etc.....

An Independent contractor is defined as a person, business, or corporation that provides goods or services to CEO under terms specified in a contract or agreement.

Contracts and agreement s that must be reviewed and approved by the Chief Administrative Officer

- Independent - Contractors
- Sub – contractors

Examples: Electricians, Plumbers, Sub-contractors for Housing projects, Independent web designers, grant writers, Training Facilitators, etc.....

- See Contract Review & Execution Procedure s for details