






Procedure # 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

Procedure:




-  All contracts should be forwarded to the Chief Compliance or Chief Administrative Officers for review prior to seeking the President's endorsement or services are rendered.
 - o Highlight any changes from the most current contract

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.....

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




-  Independent - Contractors
-  Sub – contractors
-  Vendors

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

-  **If uncertain send to both Officers. The one responsible will respond accordingly.**
-  The Chief Officer will review and engage applicable Directors, Program Managers, HR, Fiscal, IT, Executive Assistant and Grants Manager either individually or in a team meeting, as



applicable; to ensure all applicable parties are informed and prepared to meet contractual obligations.

-  Once the Officer has confirmed all departments are prepared to meet contractual obligations and agree with the terms. They will pass it on to the Executive Assistant for the Presidents endorsement and return to funder/collaborative partner/vendor.
-  The Executive Assistant will keep a draft copy on file until a formerly executed contract arrives.
-  Upon receipt of a formally executed contract. The Executive Assistant will save an electronic version in the G: drive/contract/applicable program folder and notify all applicable parties accordingly.