

DIVISION AND BCM RESPONSIBILITIES FOR THE CONTRACTING PROCESS

This chapter provides a brief outline of the process Divisions and BCM follow in completing a contract. Services cannot be rendered prior to contract completion. The effective date of the contract cannot be prior to either completion of the contract process or the award date of the RFP. The following table outlines the responsibilities of the Division and BCM in the contract process.

Division Responsibilities	BCM Responsibilities
	1. The DHS Contract Manual, contract formats and budget formats are prepared and distributed by BCM. BCM coordinates with DHS Legal Counsel, Risk Management and the Divisions when changes are needed.
2. Ensure that funding is available for the Contract.	
3. Ensure the correct procurement process is used in soliciting contractors for services or commodities.	
4. Ensure the correct contract format is used; provide all necessary information, such as service codes; Contractor's name, address, and IRS number; rates, will the contract be paid on FINET or USSDS (If you are paying in FINET you must have commodity code and Vendor Number listed on the contract, If you are paying on USSDS you must use an established rate. If you need a new service code and rate, you will need to see the Rate Setting Manager in BCM); and budgets.	
5. Email the completed service contract EZ form or draft vendor contract to BCM.	
	6. Assign a log number to all draft contracts received and conduct various internal reviews to ensure the contract is complete, accurate, and meets all procurement and other requirements.
	7. Type the official contract and return it to the Division for proofing.
8. Proof the Contract after it is returned to the Division by BCM to ensure it is accurate. Note any needed changes on the contract itself and on the Final Review Check-off Sheet.	
9. Return the proofed contract to BCM.	
	10. Make all corrections requested by the Division. Makes two copies of the contract. Two copies are returned to the Division for

Division Responsibilities	BCM Responsibilities
	signatures. One copy is maintained in BCM's pending contract file.
11. Obtain both the Contractor's signature and the signatures of all appropriate Division staff. Return the Contract to BCM.	
	12. Obtain the DHS Purchasing Agent's signature on contracts for client services after other signatures.
	13. Send the contract to State Purchasing or State Finance if their signatures are required. (State Purchasing or State Finance assigns a contract number to all vendor contracts and to all contracts over \$8000. They then return the Contract to BCM.)
	14. After all necessary signatures have been obtained, BCM assigns a contract number if the contract: 1) is not a vendor contract, 2) is under \$8000, or 3) has no fixed dollar amount.
	15. Enters the information into USSDS.
	16. Retain one original copy of the completed contract in the BCM contract file and return the remaining copies to the Division for distribution to the Contractor and appropriate Division personnel.
17. Deliver copy of completed contract to Contractor and make and distribute any additional copies needed by Division staff.	
	18. Maintain the central contract file to include original copies of all contracts and attachments, amendments, and correspondence regarding contract actions.
19. Forward the original copy of all contracts, attachments, amendments, and correspondence regarding contract actions to BCM for inclusion in the central contract file.	