



<b>Broward Behavioral Health Coalition, Inc.</b>	
<b>Policy Title:</b> Contracting Process	
<b>Policy Number:</b> BBHC.0083	<b>Contract Section (s):</b> Contract No. JH343
<b>Effective Date:</b> 2013	<b>Revision Date:</b> July 21, 2021
<b>Responsible Department:</b> Continuous Quality Improvement (CQI)	
<b>Signature Block</b>	
Approved by: <small>DocuSigned by:</small> <small>Caren Longsworth, Quality Improvement Manager</small>	
Signature: <u><i>Caren Longsworth</i></u> <small>7A4D59E701D0479...</small>	Date: <u>7/22/2021</u>
Approved by: <small>DocuSigned by:</small> <small>Sylvia Quintana, Chief Executive Officer</small>	
Signature: <u><i>Sylvia Quintana</i></u> <small>D999499950A143C...</small>	Date: <u>7/23/2021</u>

**Policy:**

This policy establishes uniform procedures and standards for the development, writing, and execution of contracts between BBHC and a Provider. Contracts include a standard contract document that is universal to all contracts, and other amendments, attachments, and exhibits. Amendments, attachments, and exhibits may be standardized across a given program or type of contract, modified during the negotiation process with a particular provider, or uniquely designed for a particular contract. Standardized contract documents are typically revised over time, meaning that a particular contract may include documents that are not the most current versions. Due to these factors and others, each contract has the potential to be unique.

**Purpose:**

The purpose of this policy is to ensure positive client outcomes, facilitates improvement in the process, and to utilize our limited community resources more efficiently. This policy refers to the delineation of the procedures related to the contracting processes, subsequent to the procurement process or during a renewal term.

**Procedures:****A. Contracts:**

- I. BBHC may have other contracted agents assist in the negotiation process based on the source of the contract procurement or renewal, by aggregating a contract summary.

- II. BBHC will identify all parties who will actively participate on its behalf in contract negotiations and will produce a negotiation memorandum that will include the key items agreed upon during the negotiation.
- III. This memorandum is required to be signed by the Provider and BBHC, upon completion of the negotiation process.
- IV. The contract will be drafted utilizing BBHC's standard contract templates based upon the type of service being contracted for, terms agreed upon during the negotiation process, and include the attachments and exhibits specific to the contract with provider.
- V. Upon completion of drafting and review of the Provider contract, it will be sent to the provider for its review and signature.
- VI. Once signed by the provider, the contract will be executed by BBHC. The contract will be deemed fully executed as of the date upon which it is executed by BBHC.
- VII. One (1) copy of the fully executed contract will be sent to the Provider. It will also be maintained electronically by BBHC in a portal for which access for viewing will be made available to the Provider.

**B. Amendments:**

- I. Amendments are changes or additions to the terms contract. They may include, but is not limited to, programmatic or funding changes. No amendments will be considered to be effective unless agreed to and executed by both parties as set forth above. If an amendment requires negotiation between the parties, it will follow the same process as set forth in this policy.
- II. No amendment will be effective unless in writing and fully executed by both parties.

**REFERENCES:**

**ATTACHMENTS:**

**DEFINITIONS:**

**REVISION LOG**

<b>REVISION</b>	<b>DATE</b>
Transferred to a BBHC policy	6/29/2020
Reviewed policy, no changes made	7/21/2021

The QI Manager and Chief Executive Officer are responsible for all content in this policy.