



Broward Behavioral Health Coalition, Inc.	
Policy Title: Contracting Process	
Policy Number: BBHC.0083	Contract Section (s): Contract No. JH343
Effective Date: 2013	Revision Date: July 31, 2023
Responsible Department: Continuous Quality Improvement (CQI)	
Approved by: <small>DocuSigned by:</small> Caren Longsworth, Director of Quality Improvement	
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Policy:

This policy establishes uniform procedures and standards for the development, writing, and execution of contracts between BBHC (Broward Behavioral Health Coalition) and a Provider. Contracts include a standard contract document 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:

This policy ensures positive outcomes for persons served, facilitates improvement in the process, and utilizes limited community resources more efficiently. This policy refers to the delineation of the procedures related to the contracting processes, after 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 must 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 are not limited to, programmatic or funding changes. No amendments will 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

REVISION	DATE
Transferred to a BBHC policy	6/29/2020
Reviewed policy, no changes made	7/21/2021
Reviewed, grammatical updates made	7/28/2022
Reviewed, grammatical updates made and changed QI (Quality Improvement) Manager to Director of Quality Improvement.	7/31/2023

The Director of Quality Improvement and Chief Executive Officer are responsible for all content in this policy.