

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** CONTRACT PROGRAM**POLICY NO.** 160

PURPOSE:: To outline the purpose and responsibilities associated with the Department's Contract Program.

POLICY:: The Office of Contract Services shall develop, in conjunction with the Regions and Program Offices, guidelines to be used in the negotiation, administration, and management of the Department's Contract Program. These uniform standards shall be used by negotiating teams made up of members of regional staff and the Office of Contract Services. Negotiations shall take place only after the Department has issued a Request for Proposal (RFP) to interested parties. The RFP shall be developed jointly between the Regions, the Office of Contract Services, and Program Offices.

After negotiation and approval by the Board of Supervisors, the Deputy Director of the Region concerned shall monitor and evaluate contract programs and report their activities to the Office of Contract Services. Copies shall be directed to the Program Office concerned.

Contracts may be terminated when the contracting party is found to be in violation of the terms of the agreement. Contracts may also be terminated by mutual consent.

GUIDE:: All contracts must be processed through the Contracts Office to the Board of Supervisors. All approved contracts shall be maintained in the Office of Contract Services.

AUTHORITY:: California Welfare & Institutions Code
California Health & Safety Code
California Government Code

EFFECTIVE DATE: Nov 24, 1975

SUPERCEDES:

APPROVED: Signature on File
