



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
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January 3, 2007

MEMORANDUM

TO: County Directors, Regional Managers
FROM: Cliff O'Connor, Deputy Director - Fiscal
SUBJECT: Contracting

This memo is to officially communicate some information related to contract processing (which has been verbally shared with Field Fiscal Services staff). These contract processing changes/clarifications are an outgrowth of Commissioner Walker's contract task force that was created to ensure consistent handling of contracts throughout the DHR enterprise. The new policies stress having a consistent format for contracts and being clear on who has signature authority for which contracts.

- All contracts developed at the County level will be approved only by County Directors, as the local designee of the DFCS Director. The DHR Office of Financial Services will assist in the provision of training for County Directors and staff as needed on contract form, development of deliverables, performance requirements and penalties, and monitoring requirements.
- All contracts should be completed in the format provided on the Fiscal Services website. No changes should be made to the templates (contract Master of Masters) without prior approval by the DHR Office of Financial Services (OFS). If OFS makes changes to the Master of Masters, they will notify DFCS and the changes will be made on the Fiscal Services website. If you need assistance with using the contract template, contact Buford Manning with Fiscal Services at 706-547-9804, or on GroupWise. The Fiscal Services web address is <http://167.193.156.254/FFS/>.
- Contracts developed at the County level, after being approved by the County Director, will be copied to the Regional Director responsible for that County.
- All contracts valued at \$100,000 or more, will require the approval of the DFCS Director's Office prior to finalization.

The Office of Audits will monitor the performance of these control procedures during annual testing beginning in fiscal year 2008.

c: Isabel Blanco, Deputy Director
Martha Okafor, Deputy Director
Regional Directors
Robert Dorr, Director, DHR Office of Audits
Alan Davis, Director, Fiscal Services
Buford Manning, Fiscal Services

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