Public Health Division Administrator (DA)

Start

New funding opportunity or significant change?

Yes

Amendment

90 Days Negotiation process starts

DA, or designee, addresses new contract or significant changes with IAPHDD

Bur Chief forwards to DA, or designee

Bur Chief forwards to PL

PL presents and negotiates with PHD workgroup a contract. Once agreed upon, next step.

PL completes CRF (Contract Request Form). Post CRF form in Contract Request Folder. Do not include supporting documents.

DA signs cover letter. Rout contract/amendment to CAPSU with mailing instructions.

No

Note: Amendments can take anywhere from 30 – 90 days, depending upon the amended item(s)

Contract and Procurement Svcs Unit (CAPSU)

CAPSU Lead produces contract/amendment and sends with signature routing form to PL

CAPSU Lead creates cover letter and sends with contract/amendment and routing form to PHD.

CAPSU Lead enters routing info into status tracking worksheet

CAPSU Lead receives signed contract/amendment from PHD.

Next Page

Public Health District (PHD)

PhD Workgroup negotiates with DPH a contract

1 day to assign a CAPSU Lead

2-3 working days

PDH to return 1 week prior to start date

1/22/2014 12 DPH District Contract Process Flowchart Training Version
### Contract Process for District Contract Service

<table>
<thead>
<tr>
<th>Public Health Division Administrator (DA)</th>
<th>Bureau Program Lead (PL)</th>
<th>Contract and Procurement Svcs Unit (CAPSU)</th>
<th>Public Health District (PHD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA, or signature authority, signs contract and returns to CAPSU.</td>
<td>CAPSU Lead routes contract packet to signature authority.</td>
<td>CAPSU Lead receives signed contract. Posts signature page and CRF.</td>
<td>PHD reviews and signs revised contract and sends back to CAPSU.</td>
</tr>
<tr>
<td>Did the PHD make  I. verbal or II. handwritten changes?</td>
<td>Yes</td>
<td>CAPSU Lead sends executed contracts to PHD and PL. File at CAPSU.</td>
<td>Received signed contract</td>
</tr>
<tr>
<td>No</td>
<td>I. If a PHD request a verbal change to a contract that has already been sent to them for signature: 1. The PHD must notify the PL of the requested change. 2. If the PL agrees to the change, the PL informs the CAPSU Lead of the change. 3. The CAPSU Lead makes the change in the system and then sends the corrected page to the PHD. 4. The PHD replaces the page they have with the new page, signs and returns the contract to CAPSU.</td>
<td></td>
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</tr>
<tr>
<td>Or</td>
<td>II. If the contract comes back signed but has handwritten changes: 1. CAPSU Lead notifies the PL of the changes. 2. If the PL agrees to the change, the CAPSU Lead makes the change and sends an updated contract back to the PHD for signature.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Flowchart Details:**
- DA, or signature authority, signs contract and returns to CAPSU.
- CAPSU Lead receives signed contract. Posts signature page and CRF.
- CAPSU Lead sends executed contracts to PHD and PL. File at CAPSU.
- PHD reviews and signs revised contract and sends back to CAPSU.
- End