DIVISION OF HEALTH
Proposed Contract Process – Same/Similar Contract Service
(Amendments)

Div of Health
Division Administrator (DA)

Bureau – Program
Lead (PL)

Contract
Management Unit
(CMU) Lead

*Simplified Process

Bureau identifies need
for contract

Consult with CMU about bidding
process.

Complete CRF (Contract Request Form). Post CRF
form in Contract Request Folder.

Assign lead who consults
with PL to evaluate any
changes to existing/
similar contract.

Produce Contract and
send contract and
signature routing form
to PL for review.

Receive contract and
routing form. Mail
cract to contractor.

Is contract for a
Health District?

Yes

Review Contract. Sign
routing form. Prepare
transmittal memo to DA
and cover letter from DA
to contractor. Route
contract & above
documents to DA for
signature.

Receive contract and
routing form. Mail
contact to contractor.

Enter routing info into
status tracking
worksheet.

Receive signed contract
from contractor.

Did the contractor
make changes?

No

Yes

CMU sends signed
contract & approval
signature routing form
to PL for review.

prepare transmittal
memo explaining
contract changes and
program approval.
Send memo and
signed contract to DA.

CMU sends contract
packet to DA.

Yes

No

CMU sends signed
contract packet to DA.

Send contract with cover
memo to appropriate
signing authority.

Sign contract and return
to CMU.

Send executed contract
to contractor and
program leads. File at
CMU.

Yes

Sign cover letter. Route
contract packet to CMU
with mailing instructions.

No

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No

Yes

Review Contract. Sign
routing form. Return
contact and signed
routing form to CMU with
any instructions.

No

Yes

Prepare transmittal
memo explaining
contract changes and
program approval.
Send memo and
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Review Contract. Sign
routing form. Return
contact and signed
routing form to CMU with
any instructions.

Simplified: Rather than one CRF for
each contract, Program
Lead prepares one CRF
with attached worksheet
listing the vendors, vendor
number, contract number and $ amounts to be
contracted or sub granted
to each, post in contract
folder.

*S1a Use with multiple
contracts with multiple
Health Districts where only
difference is contractor,
vendor number and
contract amount OR
*S1b Multiple sub grants with
various EMS entities
where the only difference
is contractor, vendor
number and contract
amount on each

Receives signed contract.
Posts signature page and
CRF.

Receives signed contract.
From contractor.

Receive signed contract.
From contractor.

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