



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT SERVICES AND PERSONAL SERVICES CONTRACTS PROCEDURE MANUAL	POLICY NO. 110.18	EFFECTIVE DATE 09/15/01	PAGE 1 of 1
APPROVED BY:  <div style="text-align: right;">Director</div>	SUPERSEDES N/A	ORIGINAL ISSUE DATE 09/15/01	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish policies and procedures pertaining to the development and procurement of services and personal services contracts, including consultants required by the Department of Mental Health (DMH).

POLICY

- 2.1 DMH will maintain written procedures addressing the steps involved in the procurement of services and personal services. These procedures will be contained in the **Services and Personal Services Contracts Procedure Manual**.

PROCEDURE

- 3.1 The DMH Office of Finance and Administration is responsible for the preparation, issuance, and revisions of the manual.
- 3.2 With the approval of this policy, the Director of Mental Health has approved each procedure to be entered into the manual. Therefore, immediate implementation and compliance is mandatory.
- 3.3 It is the intent to issue the procedures in accordance with the Services and Personal Services Contracts Procedure Manual Table of Contents (Attachment I). As revisions occur, the Table of Contents and appropriate pages will be added and/or updated as necessary.

AUTHORITY

Internal Services Department
Purchasing and Contracts Services

ATTACHMENT

Attachment I Services and Personal Services Contracts Procedure Manual Table of Contents

**SERVICES AND PERSONAL SERVICES CONTRACTS
POLICY AND PROCEDURE MANUAL**

- 1.0 Objective
- 2.0 Controls and Responsibilities – Bureaus/Divisions
- 3.0 Controls and Responsibilities – Office of the Administrative Deputy
- 4.0 Controls and Responsibilities – Office of the Finance Specialist
- 5.0 Definitions
- 6.0 Services and Personal Services Contracts
 - 6.1 Sole Source Purchases
 - 6.2 Emergency Purchases – Processing
 - 6.3 Confirming Purchase Order – “Authorized/Unauthorized”
 - 6.4 Indemnification and Insurance Requirements
 - 6.5 Statement of Work/Purchase of Service Agreement
 - 6.6 Child Support Compliance and Principal Owner Requirements
 - 6.7 Conflict of Interest and Gratuities
 - 6.8 Training
 - 6.9 Contracts for Board Approval – Timely Filing
- F-1 Forms
 - DMH Emphasis – Policies
 - DMH Emphasis – Procedures
 - DMH Services and Personal Services Checklist