Sonoma County Department of Health Services (DHS) Contracting Process

### Contract Initiation & Development
- **15-90 Days**
- DHS, in collaboration with contractor:
  - Prepares contract and exhibits
    - Scope of work - details contractor activities to be performed
    - Budget - outlines allowable costs/expenses
    - Payment provisions - details rates and guidelines for invoicing and payment
  - Review billing/claiming compliance procedures

### Contractor Documents & DHS Approval
- **7-21 Days**
- DHS requests documents needed from contractor:
  - Insurance documentation, Payee Data Record, W-9, Living Wage Ordinance certification, other
  - DHS review and approval of contract, including:
    - Financial – funding source and availability verification
    - Legal – review/approve form
    - Privacy/Security – HIPAA requirements, business associates, etc.
    - Risk Management – insurance review/verification

### Contractor Approval
- **3-14 Days**
- DHS submits contract to contractor for review and signature
- Contractor proposed revisions to contract may be submitted to County for review/approval/negotiation

### Final Contract Execution
- **2-5 Days**
- DHS Director/Assistant Director signs contract
- Fully executed contract is distributed to contractor and appropriate County units

### Invoice Settlement
- **14-45 Days**
- Contractor submitted invoices are processed as follows:
  - Invoices are processed by DHS and approved for payment
  - Payments are issued by the County Auditor-Controller Treasurer-Tax Collector with funds from DHS

#### Key DHS Contacts:
- **Contract Content**: Jenny Symons, Administrative Services Officer II, DHS Behavioral Health Division
- **Contractor Documents**: Russell Carpenter, Administrative Services Officer I, DHS Admin-Contracts
- **Invoices & Payments**: Jen Pimentel, Department Analyst, DHS Admin-Fiscal
- **Claiming**: Jen Pimentel, Department Analyst, DHS Admin-Fiscal

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