F

ARIZONA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL℠

ONE Community Working Together

GRANTS and PROCUREMENT MANAGEMENT POLICIES and PROCEDURES

Approved by Grants Committee on November 3, 2010
Approved by Council on December 10, 2010
Updated - January 2012-current

Table of Contents

I.	Authority	3
II.	Administrative Means for Competitive and Non-Competitive Grants	4
III.	Composition and Responsibilities of the Grants Review Committee	11
IV.	Criteria for Selection of Competitive Grants	13
V.	Competitive Grants' Appeals Process	15
VI.	Duration of Projects	16
VII.	Unsolicited Proposals/Ideas	19
VIII.	Contract Monitoring and Compliance	20
IX.	State Contracted Vendors	23
X.	Contract File Contents	25

Authority:

The Arizona Developmental Disabilities Planning Council (herein referred to as the AADDPC) is authorized and functions under the authority of the federal Developmental Disabilities Assistance and Bill of Rights Act (DD Act), Public Law 106-402, originally passed in 1970 and most recently reauthorized in 2000.

The AADDPC has been established by Governor Janice K. Brewer through Executive Order 2009-08 (signed September 2009).

The ADDPC functions under the authority of the DD Act and Executive Order 2009-08. The primary charge of the ADDPC is to engage in systemic change, advocacy and capacity building activities that contribute to the development of a coordinated, consumer and family-directed comprehensive system of community services, individualized supports and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life [DD Act, Section 121].

The DD Act requires that each State receiving assistance under Subtitle B of the DD Act designate a state agency to provide support to the Council [DD Act, Section 125 (d) (1)]. Through Executive Order 2009-08, the Arizona Department of Economic Security (DES) was named the Council's Designated State Agency.

Within an established signed Memorandum of Understanding between the ADDPC and the DES, roles and responsibilities are outlined for Grants and Procurement management. This document is meant to outline further procedures related to both Grants and Procurement processes.

The ADDPC will strictly follow all state laws, administrative rules and regulations for grants and procurement administration.

Arizona Procurement Code: A.R.S. Chapter 23, §41-2501, et. Seq.

Administrative Rules and Regulations A.A.C. R2-7-101, et. Seq.

Solicitation and Awards of Grants: A.R.S. Chapter 24, §41-2701 through §41-2706

Administrative Means for Competitive and Non-Competitive Grants:

PURPOSE:

The ADDPC will ensure that all contracts and grants are consistent with the authorizing federal legislation, the Developmental Disabilities Assistance and Bill of Rights Act (DD Act). Furthermore, the ADDPC will ensure that the administrative means by which contracts and grants are initially funded are consistent with:

- The Arizona Procurement Code pursuant to A.R.S. Chapter 23, §41-2501, et. Seq.;
- Administrative Rules and Regulations A.A.C. R2-7-101, et. Seq.;
- The Solicitation and Awards of Grants, pursuant to A.R.S. Chapter 24, §41-2701, et. Seq.
- The formal solicitation means to competitively bid out for contracts must be over $50,000 and multiple awards shall be made.
- It is in the best interest of the ADDPC to award ADDPC funds through a competitive solicitation process, that will ensure fair and unbiased decisions for awards by the members of the Council.

POLICY:

The Council follows a competitive process for soliciting, reviewing and awarding contracts and grant applications consistent with pertaining law, regulations and the approved goals and objectives of the Council's Five Year State Plan. Specifically, the Council annually amends and approves the Five Year State Plan and creates a budget to support the approved goals and objectives that guides the solicitation of grant applications for the federal fiscal year.

When necessary, The ADDPC may utilize the Department of Economic Security (DES), Office of Procurement, or the services of a contract consultant for technical assistance in issuing and awarding all contracts, whether by Request for Quotes (RFQ's), Request for Grant Applications (RFGA's), and Interagency Service Agreements (ISA's), and Intergovernmental Agreements (IGA's).

Council members themselves, as part of their organization, are eligible to apply for funds through a competitive solicitation process, permitting they comply with all of the requirements, and terms and conditions in the solicitation.

Council members that are eligible to apply for funds through other non-competitive processes, (i.e. NPTQ, ISA's or IGA's) must do so following strict

procedures that will ensure that their organization is not circumventing the competitive grants process, as established by A.R.S. §41-2701-2706.

PROCEDURES:

A. Competitive Process for Applying for Funds:

The ADDPC is responsible for preparing and issuing competitive solicitations based on established objectives and intended outcomes in the State Plan. In addition, the ADDPC may provide the draft solicitation to the DES Procurement Officer for review to insure compliance with state law prior to issuance.

1. Per A.R.S. §41-2702(B)(1-6), grant applications shall include, at a minimum, the following information:

    a. A description of the nature of the grant project, including the scope of the work to be performed by a grantee / contractor.

    b. An identification of the funding source and the total amount of available funds.

    c. Whether a single award or multiple awards may be made.

    d. Encouragement of collaboration by entities for community partnerships, if appropriate.

    e. Any additional information required by the applications.

    f. The criteria or factors under which applications will be evaluated for award and the relative importance of each criteria or factor.

    g. The due date for submittal of applications and the anticipated time the awards may be made

2. A pre-application conference may be conducted before the due date for the submittal of applications to explain the grant application requirements. If a pre-application conference is held, it shall be held at least twenty-one (21) days before the due date. Statements made at a pre-application conference are not amendments to the request for grant applications unless a written amendment is issued. [A.R.S. § 41-2702(B)].

    The pre-application conference includes:

a. A general introduction to the Council by the Contracts Manager, and or designee(s), followed by a question and answer session with conference attendees.

b. A section by section examination of the solicitation by the Contracts Manager, and/or designee(s).

c. A presentation by the Contracts Manager and/or designee(s) regarding the Council's expectations and characteristics of a grantee in good standing.

3. On the due date for the submission of grant applications, the grant applications shall be publicly received at the time and place designated in the solicitation. The name of each applicant shall be publicly read and recorded. All other information in the grant application is confidential during the process of evaluation. All applications shall be open for public inspection after grants are awarded. To the extent the applicant designates and the Council concurs, trade secrets and other proprietary information contained in the application shall remain confidential [A.R.S. § 41-2702(E)].

4. Within five (5) business days following deadline for the submission of grant applications, the Contracts Manager will review and document whether each grant application requirements have been met. If incomplete, a letter will be sent to the contact person to notify them that the grant application is incomplete and, thereby, deemed ineligible for evaluation.

5. Within thirty (30) business days following the deadline for the submission of proposals, an Evaluation Committee, appointed by the Council Chair, an or designee, will meet to review and evaluate the applications. Under the supervision of the ADDPC staff, the Contracting Officer shall assist the Evaluation Committee by providing the evaluation tool, other related materials and technical assistance. Each grant application will be reviewed based solely on the evaluation criteria or factors set forth in the solicitation.

6. The ADDPC will maintain a written record of the assessment of each grant application, which will include comments regarding compliance with each evaluation criteria or factor, a citation of a specific criteria or factor as the basis for each stated strength or weakness and a clear differentiation between comments based on

the facts presented in the application and comments based on professional judgment.

7. The Contracts Manager shall prepare an official score sheet of all grant applications submitted to the ADDPC for funding, including an analysis of how the grant applications adhere to the scope of work, including stated Goal and Objectives chosen, requested budget, as well as sufficient evidence to justify recommendation to the Council for an award, based on evaluations from an outside evaluation committee.

8. Each recommendation for award and corresponding evidence shall be presented to the ADDPC's Standing Committee for support and recommendation to the full Council and/or Executive Committee for determination.

9. The ADDPC may affirm, modify or reject the Standing Committee recommendations in whole or in part. If the ADDPC does not affirm the Standing Committee recommendations, the ADDPC Chair will document in writing the specific justifications for the action taken, which shall be made available for public inspection no later than thirty (30) days after the action is taken.

10. The ADDPC Chair or designee may resolve protests of the award or proposed award of the grant. An appeal from a decision of the ADDPC Chair may be made to the Arizona Department of Administration. The protest of an award or proposed award of a grant and appeal will be resolved in accordance with the rules of procedure adopted, pursuant to A.R.S. §41-2611.

11. The ADDPC Chair may enter into agreements with other state governmental units (as defined in A.R.S. §41-2701(3)) to furnish assistance in conducting the solicitation of grant applications [A.R.S. §41-2702(J)].

12. The ADDPC Executive Director and designated staff may add additional contract requirements, assurances, and terms and conditions to ensure program success of programmatic outcomes and appropriate spending of ADDPC funds.

13. The ADDPC Executive Director shall be responsible for executing all grants on behalf of the ADDPC.

14. The ADDPC awards all contracts on a cost reimbursement basis.

B. Non-Competitive Process for Applying for Funds:

Council members may apply for funds through a non-competitive grants process. Strong procedures will be in place to ensure that each proposed program meets the same standards as those that apply for funds through the competitive grants process. This process must be fair and objective, and meet the Council's State Plan requirements. All efforts must be made first to encourage the council member to apply for funds through the competitive grants process, when the grants funding cycle is available.

1. Proposed project ideas must be presented to the full Council for their approval. Information to provide must include a white paper that is no more than five (5) pages in length that describes the following:
    a. Proposed project, including the Goal and Objective of the State Plan that will be addressed, proposed target number, and projected timeline from start to finish.
    b. Project oversight by key staff or description of staff to hire.
    c. Plan for evaluation and sustainability efforts.
    d. Budget summary with budget narrative, including Match requirements.

2. If the proposed concept is approved by the ADDPC, the Council Member shall submit a more formal application to be considered by the Standing Committee. Further details on their scope of work, budget, implementation plan, evaluation, and project implementation must be described in an application not exceed fifteen (15 pages), not excluding attachments. Council members will be given a thirty (30) days to complete this second phase.

3. The submitted application and all attachments will then be reviewed by the Standing Committee. Each member will be given the application to read ahead of time with a score sheet that shall document the strengths and weakness of the application.

4. The Standing Committee meeting shall be scheduled for the members to discuss the merits of the application. One-time clarifications on any aspect of the application may be asked if the Standing Committee feels there is strong merit to the application.

5. Upon the Standing Committee approval of the application, a recommendation will be made to forward all information to the full Council, or Executive Committee, for a final discussion and vote.

6. The ADDPC may enter into contracts pursuant to A.R.S. §35-148, Interagency Service Agreements (ISA's) entered into between budget units to provide for reimbursement for services performed.
    a. The ADDPC shall be responsible for preparing, approving and administering its own Interagency Service Agreements. The ADDPC may work jointly with the agency to prepare the ISA.
    b. Contracts with state universities or other entities that have an approved indirect rate from their federal cognizant agency shall be minimized for maximum effect towards the program. Therefore, the ADDPC has established a cap of ten percent on the indirect rate that may be charged by agencies receiving Developmental Disabilities Basic Support and Advocacy Grant Program funds. The forgone costs (difference between the ADDPC cap and the approved Indirect Rate) can be used as Match towards the project.
    c. The ADDPC Executive Director shall seek prior approval from the Standing Committee. If approved by Standing Committee, the full Council or Executive Committee shall also approve, prior to executing an Interagency Service Agreement.
    d. Funding to support an activity via an ISA Contract must meet the Council's State Plan requirements.
    e. The ADDPC shall not advance funds to any state university or entity for services to be performed. All awarded contractual funds, including ISA contracts, shall be on a cost reimbursement.

7. The ADDPC may enter into contracts pursuant to A.R.S. §11-952, Intergovernmental Agreements (IGA's) entered into between two or more public agencies or public procurement units by direct contract or agreement may contract for services or jointly exercise any powers common to the contracting parties and may enter into agreements with one another for joint or cooperative action (...etc).
    a. The ADDPC jointly with the public agency prepares the IGA.
    b. The ADDPC will comply with §A.R.S. 11-952 (D) which states that every agreement...shall be submitted to the attorney...who shall determine whether the agreement is in proper form and is within the powers and authority granted under the laws(...etc).

c. The ADDPC Executive Director shall seek prior approval from the Standing Committee and full Council, or Executive Committee, prior to executing an Intergovernmental Agreement. Funding to support an activity must meet the Council's State Plan requirements.

Composition and Responsibilities of the Evaluation Review Committee (evaluation committee for competitive proposal review):

PURPOSE:

To insure that grant applications and allocations of federal funds being awarded by the Council are reviewed by a committee, the composition of which brings understanding of Council's intentions for the project, expertise in the area under discussion, and outside professional perspectives.

For purposes of this section, the Evaluation Review Committee is a temporary committee, consisting of outside representatives, with a Council member(s), only for the sole purpose of reviewing and making recommendations to the Standing Committee, of which competitive proposals to consider for an award.

POLICY:

The ADDPC Chair, ADDPC Executive Director, or designee is responsible for appointing an Evaluation Review Committee to review and evaluate competitive grant applications submitted to the Council for funding. The Evaluation Review Committee will consist of at least three (3) evaluators who are peers or other qualified individuals. [DD Act, Sec 125 (c)(8)(C); A.R.S. § 41-2702 (F).

A person who serves as a member of the Evaluation Review Committee, pursuant to the Arizona Revised Statutes, shall sign a confidentiality and disclosure statement before reviewing applications signifying they are required to report actual or potential conflicts of interest as defined in A.R.S. §38-502 and §41-2616 (C). Specifically, the statement should signify that the person has no interest in any application other than disclosed and shall not have contact with any representative of an applicant during the evaluation of applications, except those contacts specifically authorized by Chapter 24 of the Arizona Revised Statutes. The person shall disclose on the statement any contact unrelated to the review of the grant applications that the person may need to have with a representative of an applicant and any contact with a representative of an applicant during evaluation of applicants except those specifically authorized by Chapter 24 of the Arizona Revised Statutes. A person who serves as an evaluator and who fails to disclose contact with a representative of an applicant or who fails to provide accurate information on the statement is subject to a civil penalty of at least one

thousand dollars but no more than ten thousand dollars. [A.R.S. § 41-2705 (C)].

In addition to the confidentiality statement outlined above, a person who serves as a member of the Evaluation Review Committee shall sign a statement before reviewing applications signifying they are subject to the Code of Ethics set forth in Section R2-5-501 of the Arizona Department of Administration, Personnel Division, Administrative Rules and Regulations.

PROCEDURE:

The Contracting Officer , with the ADDPC Executive Director, will appoint individuals, with expertise in developmental disabilities and expertise in grant review, to the Evaluation Review Committee. A minimum number of three, but no more than seven will be appointed for the purpose. ADDPC Council Members may be asked to serve on this Evaluation Review Committee, pending no conflict of interest.

Prior to reviewing and evaluating any grant application, members of the Evaluation Review Committee shall sign all applicable forms and statements related to confidentiality and conflict of interest.

The Evaluation Review Committee will be appointed only for the time necessary to review proposals from a formal, competitive solicitation process (RFGA, RFP, RFQ) and will make recommendations to the Standing Committee of the ADDPC. The following guidelines will be followed:

1. No more than 7 individuals will be selected.
2. Each evaluator will sign all applicable forms and statements related to confidentiality and conflict of interest.
3. Receive training and guidance from the Contracting Officer.
4. Review and score each proposal per the scope of work and the evaluation criteria as set forth in the solicitation.
5. Develop an official score sheet that supports the scores and recommendations of proposals to be considered.

Criteria for Selection of Competitive Grants:

PURPOSE:

To insure that grant applications awarded by the Council are reviewed against criteria or factors set forth in the solicitation request shall reflect: (1) the purpose of the solicitation process; (2) the mission and values of the ADDPC; (3) the ADDPC's desire for grant applications to fully and accurately address the approved State Plan goals/objectives; and (4) additional application instructions.

POLICY:

Grant applications selected for an award by the Council shall be reviewed on the basis of criteria or factors which reflect those areas outlined in the solicitation. Applicants will be informed of the evaluation criteria, as stated in the solicitation.

PROCEDURE:

The evaluation criteria will be incorporated into score sheets used by the Evaluation Review Committee. At a minimum, the following evaluation criteria should be considered for each grant application requesting funding:

a. Implements the State Plan Goal and Objectives.
b. Promotes advocacy, sustainability, systemic change, and capacity building.
c. Improves access for unserved and underserved communities and populations.
d. Seeks community support and collaboration.
e Involves individuals with developmental disabilities and their families.
f. Assures a fair and accurate budget plus documents match.
g. Implements strategies and methods for all tasks and within contract timelines.
h. Develops sustainability plan for beyond grant funding.
i. Seeks or retains qualified key staff and/or consultants.
j. Stable and sound organization and financial system.

1. Prior to the Evaluation Review Committee team meeting, individual committee members shall complete a score sheet for each application that will assign points according to how well, in his or her

professional opinion (based on facts), the application met the criteria. The evaluation committee member may totals the points and shall bring the score sheets to the Evaluation Review Committee meeting for discussion and deliberation. This process may take 1-3 days to complete depending on the number of applications received and the deliberation/discussion process. Therefore, selected members that are asked to be evaluators shall be notified of the time commitment.

2. The Evaluation Review Committee shall discuss the strengths and weaknesses of each application based on the requirements of the solicitation. Score sheets must reflect the factual and professional opinion of each evaluator, and only evaluate based on the criteria as set forth in the solicitation.

3. All score sheets will then be completed, signed, and returned to the ADDPC Contracts Manager. One official score sheet will be kept for each reviewed application. The process will lend itself to a consensus by the evaluation committee to determine final scores and rank of applications to consider for award.

4. The official score sheet and recommendations for award will be discussed at the ADDPC's Standing Committee for their approval and their recommendation to the full Council or Executive Committee.

5. Thirty days after approval of all awards, all documents related to the competitive solicitation process shall become open to the public for inspection, including the names of the individual evaluator.

6. Each applicant will be notified in writing if they were selected to receive an award or not selected. Applicants not selected for an award are encouraged to make an appointment with the ADDPC's Contracts Manager to review their scores and to discuss strengths/weakness of their proposal.

7. Applicants selected for an award will receive an award letter signed by the ADDPC's Executive Director, the signed Offer & Acceptance SPO Form 203 (included in their application) and all applicable Terms & Conditions. These documents, plus their application and clarifications, and the released solicitation and amendments to the solicitation, becomes the basis for establishing their contract file.

Competitive Grants' Appeals Process:

PURPOSE:

To provide a mechanism whereby applicants for ADDPC federal funds can file an appeal, should they believe there has been fraud, conflict of interest, or substantive violation of procedures.

POLICY:

The Council Chair may resolve protests of the award or proposed award of a grant. An appeal from a decision of the Council Chair may be made to the Director of the Arizona Department of Administration. A protest of an award or proposed award of a grant and any appeal shall be resolved in accordance with the rules of procedures pursuant to A.R.S. Title 41, Chapter 23, Article 9.

GROUNDS FOR APPEAL:

Protests shall be in writing and be filed with both the Procurement Officer of the purchasing agency (DES) and with the State Procurement Administrator (ADOA). A protest of a solicitation shall be received by the Procurement Officer before the Offer due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

1. The name, address and telephone number of the protester;
2. The signature of the protester or its representative;
3. Identification of the purchasing agency and the Solicitation or Contract number;
4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. The form of relief requested.

Duration of Projects:

PURPOSE:

To clarify the number of years a contractor may be funded, when they are considered to be in good standing for the purposes of continued funding, and to provide guidance as to when an extension is appropriate.

POLICY:

The ADDPC shall develop and annually revise a Five Year State Plan to the Administration on Developmental Disabilities. The Council annually amends and approves the Five Year State Plan, and creates a budget supporting the identified Goals and Objectives. The Five Year State Plan includes goals, objectives, and performance measures. Projects are funded solely to accomplish the State Plan goals and objectives. Thus, some objectives in the State Plan are planned for multi-year implementation.

Contractors shall only be awarded for a one year basis. Additional funding years is allowable pending a number of factors and processes. Each award letter addressed to a funded contractor will state the contract period and total amount of award funds. The factors and processes that will determine if a contractor is eligible for an additional year of funding includes:

1. Available federal funding.
2. Council Goals and Objective remains a priority for the Council to fund.
3. Contractor's project performance in meeting the scope of work and documenting performance measures.
4. Contractors' adherence to all terms and conditions, and requirements of the contract.
5. Timely submission of all required narrative and fiscal reports.
6. Overall project and fiscal management of contract, including organizational strength in administering the grant.

Contractors may not be eligible for continued funding if they are delinquent in any way, including the timely submission of either programmatic reports and/or fiscal reports, including any documentation necessary to substantiate that grant funds were properly expended and the scope of work was completed per approved and established contract timelines.

Contractors **are not eligible** for continued funding or new funding if organizational strength in administering an ADDPC grant lacks systems' control and oversight; and/or if the Contractor has been disbarred by the State Procurement Office and/or a federal agency from applying for federal grant dollars.

PROCEDURES:

A. Continued Funding for an Existing Contractor:

1. If a current contractor is in good standing with the ADDPC, and federal dollars are available to continue to support their scope of work that will ultimately support the Council's State Plan, the Council may issue a notification to all existing Contractors to apply for renewal funding for a period not to exceed 12 months.

2. The Standing Committee shall approve a renewal application, for contractors that are in good standing, to apply for ADDPC funding.

3. The renewal application shall be made available a minimum of ninety (90) days prior to the end of the existing contract. The Contractor will address many of the same components as in a competitive solicitation, but will detail the success of their current grant and must show how additional dollars will be used to support the Council's State Plan. Additional information will be required, such as sustainability plan for the project without ADDPC funding.

4. Available dollars for renewal funding will be determined by the ADDPC Staff, with input by the Standing Committee.

5. The ADDPC staff with the Standing Committee shall review all renewal proposals, and evaluate proposals within the guidelines and recommend basis to award to the full Council, or Executive Committee, for all existing grantees.

6. Award notifications shall be issued by the Executive Director of the ADDPC. The award letter shall stipulate the contract period, award amount, and any terms and conditions.

7. Contractors not selected to receive an additional

contract for funding shall be notified in writing and will be encouraged to apply when a competitive solicitation is made available. Applicants may schedule a debriefing with the ADDPC's Contracts Manager to go over strengths/weaknesses of their proposal.

B. No Cost Extensions:

1. No Cost Extensions are available to allow a contractor to complete activities at no additional cost to Council. This policy recognizes the need for some flexibility when unforeseen circumstances are a barrier to the implementation of activities according to the contractor's original timeline and schedule.

2. Contractors may apply for a No Cost Extension for a period, of up to 12 months, to complete necessary project activities without receiving additional Council funds. Requests for a No Cost Extension shall be made ninety (90) days in advance of contract ending date. The Contracts Manager will either approve or disapprove of the request, and written documentation will be retained in the contract file. Formal notification to the contractor shall be done in writing, prior to the end of their original contract date.

Unsolicited Proposals/Ideas:

PURPOSE:

To clarify how the Council handles and responds to unsolicited proposals and ideas from individuals, agencies and organizations.

POLICY:

Unsolicited proposals are defined as solicitations for grant funding, proposing a project or activity that may or may not support the Council's Five Year State Plan, **AND** subsequently mailed to the Council Members and / or the Executive Director of the ADDPC for consideration of funding, **AND** outside of the normal cycle of when competitive request for proposals are issued by the ADDPC.

The Council **DOES NOT** fund unsolicited proposals. The Council does, however, encourage new ideas in writing. This helps to expand possibilities considered to better meet or amend the goals and objectives in the current Five Year State Plan. It is important to note that it is the idea contained in the application that is considered by the Council in terms of its potential contribution to improving the service systems for individuals with the developmental disabilities.

PROCEDURE:

Each unsolicited proposal received by the ADDPC will be documented and filed. A letter will be issued within thirty (30) days responding to the solicitor. The letter shall explain the ADDPC's Grants Policies and Procedures and shall thank and encourage the solicitor to apply for ADDPC funds when a formal solicitation is available.

Contract Monitoring and Compliance:

PURPOSE:

To insure that all contracts of the Council are complying with the fiscal and programmatic requirements as set forth in the solicitation, and other terms and conditions as required by the contract, including contract assurances, and the ADDPC's Five Year State Plan. The process for monitoring shall be fair and consistent for all contractors. This includes additional steps necessary to make to ensure contracts are 100% compliant with all terms and conditions of the contract.

POLICY:

The ADDPC's Contracts Manager shall be charged with documenting:

1. Programmatic narrative and financial reports are accurate and have been submitted on a timely basis.
2. All financial reports submitted for reimbursement are consistent with the approved line item budget, including documentation and verification of match.
3. The scope of work, key personnel, and timeline are being met.
4. Any additional information requested from the contractor, as necessary, to accurately monitor the contract and to offer any technical assistance.
5. Close out each contract within 90 days of the end of the contract period. The process should verify that all narrative reports are accurate and reflect program outcomes as stated in their contract; verify that all fiscal reports and match is substantiated. Include a close out summary report with each contract.
6. Per state and federal law, contracts are to be retained for five years, beginning at the end of the contract period.

PROCEDURE:

A. Orientation

1. Contractors may be required to attend an orientation session with the ADDPC's Contracts Manager and Fiscal Manager, aimed at providing an overview of the ADDPC, contractual obligations, including any terms and conditions, assurances and other requirements imposed as a condition of accepting an award from the Council, and directions for filling out financial and programmatic narrative reports.

2. Once a contractor has been approved for an award, no changes in scope of work and approved budget is allowed without proper notification to the Contracts Manager. Any request for modifications, including budget line item changes that **Do Not** change the total amount of awarded funds, must be requested in writing, a minimum of thirty (30) days in advance, and must include a justification as to why a change is necessary. All contract modifications must be approved by the Contracts Manager, **in writing by a formal amendment**, with an effective date of when proposed changes take effect.

B. Fiscal and Programmatic Reporting

1. Contractors will be paid on a cost reimbursement basis. No more than monthly and no less than quarterly shall contractors submit in the proper reimbursement forms, as prescribed by the ADDPC's Fiscal Manager. Additional back-up documentation of expenses may be requested to verify expenditures and proper accounting processes.
    a. Contractors shall have a minimum of 45 days after the end of the contract period to submit in fiscal reports to the ADDPC. Contractors shall submit all necessary back up for expenditures, including verification and documentation of Match, as approved in the contract.
    b. Failure to submit in final fiscal reports within the standard contract period and within the post 45 day extension period may result in the ADDPC to disallow payment.
    c. The Chair or Executive Committee of the Council may authorize payment to a contractor if the extended 45 day deadline date is missed. The Contractor shall ensure that all necessary back up for expenditures, including verification and documentation of Match, as approved in the contract, is attached to the final invoices. If late payment is denied, the Contracts Manager will notify the Contractor in writing.

2. Contractors shall submit narrative programmatic reports, at such times, as prescribed by the Contracts Manager. Each narrative programmatic report shall describe the key objectives addressed, proposed strategies/methods that have been undertaken during the time period, adherence to timelines, evaluation methods used, key personnel hired or trained, any barriers encountered, and technical assistance requested, if applicable. Late narrative programmatic reports will cause all fiscal reports (reimbursement

requests) to be withheld until such narrative reports are submitted and approved by the Contracts Manager.

3. If either or both reports are found to be inaccurate or incomplete, the Contracts Manager will notify the contractor within ten (10) days of receipt of both reports. The contractor will have, a maximum, fourteen (14) business days to respond and re-submit complete and accurate reports.

4. The revised and complete reports and requested back-up documentation (if requested) will be reviewed within five (5) days by the Contracts Manager and Fiscal Manager for approval. If not approved, Contracts Manager will address deficiencies with contractor, in writing.

5. Upon recommendation of the Contracts Manager and approval by the Fiscal Manager, payment will be rendered no more than thirty (30) calendar days from receipt of the complete and accurate budget and programmatic reports.

C. Site Visits

1. Each contract awarded by the ADDPC may be subject to a site visit, on an annual basis, for the duration of the grant period. Staff from the ADDPC and/or Council members may attend each site visit.

2. Contractor will be notified in writing of an upcoming site visit thirty (30) days in advance. The Contractor shall be notified if the site visit will incorporate either a programmatic and/or fiscal review.

3. Following a site visit, the Contracts Manager shall complete a Post Site Visit Report detailing the visit, including the following areas:
   a. Date of site visit
   b. Attendance at the site visit
   c. Type of review: programmatic and/or fiscal
   d. Key findings during the visit (what's working; not working)
   e. Areas for improvement
   f. Technical Assistance requested
   i. Information to obtain from Contractor if not collected during site visit.

4. A copy of the Post Site Visit Report will be kept in the contract file. An additional copy shall be mailed to the contractor within fifteen (15) business days.

State Contracted Vendors:

PURPOSE:

To insure the administrative means by which state vendors on contract are selected for specific purposes and consistent with the authorizing state legislation and state procurement policy.

POLICY:

The Council shall utilize state contracted vendors when the required goods or services service is on state contract.

The Contracts Manager shall judicially use the appropriate vendor and make the selection of award that is the most advantageous to the State.

Awards to a vendor that is less than $5000 is at the discretion of the Executive Director. The Executive Director shall discuss awards of this nature to the Chair of the Council.

Awards of $5001 to $50,000 shall be done through a Request for Quotes (RFQ). If necessary, DES Procurement will be contacted for assistance.

RFP's of $50,000 or greater shall be done by DES Procurement.

The ADDPC shall contact DES Procurement for assistance on all other procurement matters that are not in the purview of the ADDPC, as stipulated in the MOU Agreement between ADDPC and DES.

PROCEDURE:

The procedure typically employed to research and initially select a vendor is as follows:

1. The Contracts Manager will identify state contracted vendors for a targeted service through the use of the online system, PROCURE.AZ.

2. The Contracts Manager will disseminate a Request for Quotations (RFQ) to a selected list on the state contracted vendors for a targeted service. Information for Offerors to reply include the Scope of Work, Budget/Price and deadline to submit the quote. DES Procurement may be contacted for assistance when more information is needed on the statewide vendor list. DES Procurement shall be contacted when a formal RFQ is necessary

when no vendor is on the statewide vendor list for the specific service requested by the Council.

3. The Contracts Manager will review the Offerors quotes and information when the selected vendor is on Statewide Vendor list. If a formal RFQ was issued through DES Procurement, then guidelines and evaluation processes shall be followed.

4. The Standing Committee shall meet to review all Request for Quotes and make a determination of who to select for an award. Their recommendation shall be forward to the full Council or Executive Committee.

5. The DES Procurement Officer will formally award the contract when the vendor is selected **off** of the Statewide Vendor List. The ADDPC Executive Director will award a contract when a vendor has been identified and selected from the Statewide Vendor List.

6. The selected vendor for the specific service shall be contacted by the ADDPC Executive Director to discuss their proposal, timeline and budget for further clarification. The ADDPC Fiscal Manager shall issue a Purchase Order as an establishment of the contract.

7. Vendors on State Contract are bound by the Uniform Terms and Conditions, Insurance, and other requirements to be on state contract.

Contract File Contents:

PURPOSE:

To insure the consistency of the contents within a contract file.

POLICY:

The minimal content of all contract files will be the same. Instances may exist that require the addition of content to the contract file.

PROCEDURE:

Each contract awarded through the ADDPC, shall have a contract file that includes the following information:

1. Award letter or copy of the Purchase Order that establishes a vendor as a contract.
2. Copy of their application, clarifications, and other documents.
3. Budget summary page, budget narrative, match requirements.
4. Fiscal reporting forms and copies of all fiscal reimbursements.
5. Programmatic narrative reports and copies of all submitted reports.
6. Standard/Uniform terms and conditions, assurances, insurance, and other contract requirements.
7. The main contact name for programmatic and fiscal responsibilities.
8. Summary page outlining Goal and Objective, contract date, award amount, match.
9. Post Site Visit Reports and back up materials.
10. Approved and signed amendments to the contract, as applicable.
11. Emails and other written correspondence related to Contract.
12. Close out Summary Page.