

Effective Date: 7/25/2002, Motion #02-033
Revised Date: 1/11/2017
Review Date: 1/11/2017

North Sound Behavioral Health Organization

Section 3000 – Fiscal: Consultant Contracts

Authorizing Source:

Cancels: New

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors

Motion #: 02-033

Date: 7/25/2002

Date: 1/11/2017

POLICY #3011.00

SUBJECT: CONSULTANT CONTRACTS

POLICY

Any professional service contract \$10,000 and under can be approved by the Executive Director. Professional service contracts over \$10,000 require County Authorities Executive Committee (CAEC) approval.

PROCEDURE

Initiating a Professional Services Contract (PSC)

The North Sound Behavioral Health Organization (North Sound BHO) Department Manager/Supervisor shall receive verbal approval from North Sound BHO Executive Director prior to proceeding with the development of a PSC.

Upon approval of the Executive Director, North Sound BHO Manager/Supervisor shall submit his/her request for a PSC to North Sound BHO Contracts Manager-. The request shall meet the following terms and conditions, whenever possible:

1. Name, address, phone number, e-mail and EIN# or social security number of individual/organization North Sound BHO will be contracting with;
2. Detailed description of what services North Sound BHO will be purchasing, including expected outcomes or performance measures, if appropriate;
3. Beginning and end date of the contract;
4. Total Cost:

For PSCs of \$10,000 or less, the above referenced information must be submitted to the Contracts Manager, at a minimum of, 20 calendar days prior to the begin date.

Approval Process

All PSCs must be reviewed and approved as to form by North Sound BHO legal counsel. It shall be the responsibility of the Contracts Manager to ensure PSC template has been approved as to form by North Sound BHO legal counsel.

PSCs of \$10,000 or less do not require County Authorities Executive Committee (CAEC) approval. They must be approved by the Executive Director.

The CAEC shall authorize all PSCs greater than \$10,000.

ATTACHMENTS

None