

## POLICY AND PROCEDURES

AGENCY OPERATIONS

PURCHASE OF SERVICES

DRAFT                      REVIEW DATES

FINAL P & P                      EFFECTIVE 5/12/2021                      REVISED

### COMMUNITY SERVICES

#### CONTRACT APPROVAL POLICY

**PURPOSE:** To establish policy ensuring board review and approval of any regional center contract of two hundred fifty thousand dollars (\$250,000) or more, before entering into contracts.

**POLICY:** The ELARC Board shall review and approve any contract for \$250,000 or more prior to ELARC entering into such contract. Contracts for the purposes of this section, shall be defined as those agreements in which a fixed amount is guaranteed as payment to a vendor in exchange for specific deliverables (i.e., startup). It must be noted that this requirement does not apply to vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations nor those agreements with service providers developed as part of the typical vendorization process by the regional center that are structured with an hourly/daily/monthly rate and payment is for authorized services provided based on agreements in the Individual Program Plans or Individualized Family Service Plans.

**PROCEDURE:** Contracts to be approved shall be placed on the agenda for the next regularly scheduled board meeting. ELARC staff shall prepare a brief overview of the agenda item which should include (at a minimum) summary of the project and financial summary, brief description/discussion of the award process, staff recommendation, and identification of the preparer of the summary.

ELARC staff shall document vendor, vendor contract information, term, contract monitor, compliance with ELARC insurance requirements, compliance with administrative provision in accordance with Title17 (CCR) requirements and ELARC requirements, projected annual cost scope of work summary, date item is to appear on ELARC board agenda, and who has reviewed and recommended approval of contracts.

This policy was approved by the ELARC Board on May 11, 2021. It is to be posted and maintained on the ELARC website.