

Sonoma County Department of Health Services (DHS) **Contracting Process**

Contract **Initiation &** Development

invoicing and payment

• Review billing/claiming

compliance procedures

Contractor **Documents & DHS Approval**

• Legal – review/approve form

• Risk Management - insurance

• Privacy/Security - HIPAA

associates, etc.

review/verification

requirements, business

Contractor **Approval**

Final Contract Execution

Invoice Settlement

15-90 Days	7-21 Days	3-14 Days	2-5 Days	14-45 Days
DHS, in collaboration with contractor:	DHS requests documents needed from contractor:	 DHS submits contract to contractor for review and signature Contractor-proposed revisions to contract may be submitted to County for review/approval/negotiation 	 DHS Director/Assistant Director signs contract 	Contractor submitted invoices are processed as follows:
 Scope of work - details contractor activities to be performed other Budget - outlines allowable costs/expenses Payment provisions - details rates and guidelines for Payee Data Wage Ording other DHS review are contract, includents of Financial — 	 Insurance documentation, Payee Data Record, W-9, Living Wage Ordinance certification, other DHS review and approval of contract, including: 		 Fully executed contract is distributed to contractor and appropriate County units 	 Invoices are processed by DHS and approved for payment Payments are issued by the County Auditor-Controller Treasurer-Tax Collector with funds from DHS
	 Financial – funding source and availability verification 	Key DHS Contacts:		

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

Date Developed: 12/2018