

# Kids Central, Inc. System of Care Policy & Procedure

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**Series:** Finance, Accounting and Contracts

**Policy Name:** Contracting & Service Agreements

**Policy Number:** 937

**Origination Date:** 03/01/04

**Revision Date:** 12/10/10

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## **Policy:**

It is the policy of Kids Central, Inc. to enter into contracts according to established procedures and with consideration for standards of best practice. In this regard, procedures will be in place to address the following:

- Contract Development and Negotiation
- Monitoring for contractual compliance in the areas of: Environment of Care, Financial, Administrative, Personnel, and Quality
- Provision of In-service training and technical assistance to providers
- As necessary, assistance in the development of corrective action plans and monitoring of plan compliance
- Incident tracking and follow-up
- Tracking and monitoring of performance outcomes
- Competitive Procurement
- Sealed bid process
- Contract routing and sign-off process including reviews by Operations, Legal, Finance, and Executive

## **Approved By:**

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Cynthia A. Schuler, Chief Executive Officer

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Date