

North Los Angeles County Regional Center
Board of Trustees

Contract Policy

1. General

The purpose of the Contract Policy is to establish guidelines for the approval of contracts in the amount of \$250,000 or more by the North Los Angeles County Regional Center's (NLACRC's) governing Board of Trustees in accordance with Welfare and Institutions Code (WIC), Section 4625.5. and the Center's Contract, Article II, Section 3. Contracting Policy.

2. Departments Affected

This policy applies to all NLACRC employees in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices.

3. Responsibility

The Chief Financial Officer's (CFO's) office shall have the overall responsibility to monitor compliance of the Contract Policy. All NLACRC employees must ensure that they comply with the Contract Policy as outlined below.

4. Policy

- A. The Board of Trustees shall approve all contracts in the amount of \$250,000 or more.
- B. Contracts of \$250,000 or more shall not be considered a valid contract until after the Board of Trustees has approved the contract.
- C. The Administrative Affairs Committee may review and make a recommendation to the full Board of Trustees to act on a contract(s).
- D. In those cases when a contract is developed as a result of a consumer(s) Individual Program Plan (IPP), the Board's authority to review and approve the contract does not extend to the review and approval of the consumer(s) IPP.

5. Procedures

- A. When applicable, contracts in the amount of \$250,000 or more may be reviewed by NLACRC's legal counsel.
- B. The term of any employment contract between NLACRC and an employee or contractor shall not exceed the term of the state's contract with the regional center, WIC 4640.6(k)(3).

- C. At the time NLACRC delivers the board packets to the Board of Trustees, the board packets may notify the Board of Trustees of those contracts that the board will be asked to review and approve. Upon request of any board member, the executive assistant to the board will provide a copy of such contract to such board members before the board meeting. The CFO or the CFO's designee may also provide additional contracts for the Board of Trustees to review and approve that were not included in the board packets.
- D. The CFO or the CFO's designee shall present to the Board of Trustees all contracts in the amount of \$250,000 or more for review and approval.
- E. Contracts presented to the Board of Trustees shall include the following the information:
 - 1. The name of the vendor or service provider.
 - 2. The purpose of the contract.
 - 3. The contract term.
 - 4. The total amount of the contract.
 - 5. The rate of payment or payment amount.
 - 6. The method or process utilized to award the contract (i.e. request for proposal, cost statement, other).
 - 7. The method or process utilized to establish the rate or the payment amount.
 - 8. Executive Summary, as applicable, of all services the service provider is vendored to provide Consumers and families.
 - 9. Approximate percentage of services anticipated within each service location (San Fernando Valley, Santa Clarita Valley and Antelope Valley)

Upon approval of the contract by the Board of Trustees, the board shall authorize any officer of the corporation to execute the contract without material changes but otherwise on such terms deemed satisfactory to such officer.

- F. If the Board of Trustees does not approve the contract, the CFO, or the CFO's designee, shall notify the vendor or service provider, in writing, that the contract was denied. The CFO or the CFO's designee shall endeavor to provide written notice to the vendor or service provider within ten (10) business days after the Board of Trustees' decision not to approve the contract.
- G. The Board of Trustees has the power to delegate to the Executive Committee of the board the power and authority to approve a contract on behalf of the board.