

# APPENDIX I

## Division contract requirements

The table below lists rule requirements for contracts and contract related documentation. Shading indicates documentary requirements that afford the Division the opportunity to require essential information and/or define performance measures that will enable it to identify **system needs and track development**, or to ensure **accountability at the provider and client levels**.

Letter of Intent §5(d)	Contract Application §5 (e)	Contract §5 (g)
(i) Specifics of the services provider intends to offer	(i) Name, address telephone and e-mail address of applicant	1. Parties
(i) Verification that provider is certified to provide these services	(ii) Names and addresses of all owners, officers directors, controlling persons, and financial investors	2. Purpose of Contract
(i) Relevant data and other information demonstrating the need for the services in the area it provider intends to offer service(s)	(iii) Information indicating that the clinical directors qualifications meet rule requirements, (program employs 2 or more clinical staff persons	3. Term of Contract and Required Approvals
	(iv) Definition of geographic area in which the applicant intends to provide services	4. Payment Specify times, conditions upon, and amounts of all payments which will be made
	(v) Service Delivery Plan:	5. Responsibilities of the contractor The Services to be provided, detailed enough to give clear standards for enforcement of the contract.
	(A) Full and complete description of all services the applicant proposes to provide	6. Responsibilities of Agency [Optional-if you do more than pay]
	(B) Specific goals and objectives	7. Special Provisions

(C) Data and other information demonstrating the need for the service(s) in the area intended to be served  
 Description of area unmet needs  
 Discussion of why those needs are not currently being met.

(D) The programs relation ship to other substance abuse services and related programs in the service area, and how the applicant will collaborate with them to achieve a comprehensive system of care in the service area;

(E) The amount requested from the state and a complete disclosure of all other funding sources

(F) Plans to secure additional funding

- A. Amendments
- B. Americans with Disabilities Act
- C. Applicable Law/Venue
- D. Assignment/Contract Not Used as Collateral
- E. Assumption of Risk

F. Audit/Access to Records.

The Agency and any of its representatives shall have access to any books, documents, papers, and records of the Contractor which are pertinent to this Contract

- G. Availability of Funds
- H. Award of Related Contracts
- I. Certificate of Good Standing
- J. Compliance with Laws
- K. Confidentiality of Information
- L. Entirety of Contract
- M. Extensions
- N. Force Majeure
- O. Indemnification
- P. Independent Contractor
- Q. Kickbacks
- R. Nondiscrimination
- S. Notices
- T. Notice and Approval of Proposed Sale or Transfer of the Contractor

- U. Ownership of Documents/Work Product
  - a. All documents, reports, records, field notes, materials and data of any kind resulting form performance of this Contract are at all time the property of the Agency.

V. Patent or Copyright Protection

<p>(G) Description of the applicants fiscal and information management systems</p> <p>H) Applicants plan for measuring and reporting outcomes and results</p> <p>(I) Other information that the applicant wishes to provide or that the department requests</p> <p>(vi)Copies of the Articles of Incorporation and by-laws or other organizational documents</p>	<p>W. . Prior Approval</p> <p>X. Proof of Insurance</p> <p>Y. Publicity</p> <p>Z. Severability</p> <p>AA.Suspension and Debarment, Voluntary Exclusion</p> <p>BB. Sovereign Immunity</p> <p>CC. Taxes</p>
<p>(vii)Assurances signed by the applicant’s legal representative that</p>	<p>DD. Termination of Contract</p>
<p>A. The program is certified to provide the services, or timetable for becoming certified</p> <p>B. The program will provide written materials necessary to demonstrate compliance with these rules</p> <p>C. The Department or entities with which it may contract will be allowed access to conduct on-site reviews</p> <p>D. The program will cooperate in collecting and providing data requested by the Department in a format determined by the Department in consultation with the provider</p>	<p>EE. Third Party Beneficiary Rights</p> <p>FF. Titles Not Controlling</p> <p>GG. Waiver</p>

Source: Chapter, 16-Substance Abuse Standards

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