

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.25:	Personal Service Agreements (PSA), Memorandum of Understanding (MOU), Property Use Agreements
REVISED:	09/00; 10/09; Reviewed 06/18
Governing Body Approval:	12/11/14; 06/27/2018(<i>electronic vote</i>)

PURPOSE: All CVH contracts (PSA, MOU's, amendments, purchase order (PO) requests for a training/workshop for state employees, contracts resulting from an RFP, and non-financial agreements including student placements must be pre-approved by the CEO, Director of Fiscal Services and the Contract Manager prior to the initiation of a contract and any related work by the Contract Manager, the OOC Contracts Unit or the proposed contractor. * Exception: Property use agreements must be signed by the vendor and facility prior to submitting.

A written agreement (contract) defining the services or end product to be delivered by a personal service contractor (a person, firm or corporation not employed by the state, who is hired by a state agency for a fee to provide services to the agency under a contract that defines the services or end product to be delivered) to a state agency, excluding any agreements with a personal service contractor that the state accounting manual does not require to be submitted to the comptroller.

PROCEDURE:

1. The Contract Manager completes a Contract Pre-Authorization Form available at S:\1 - OOC Contract Unit Shared Folder\Contract Pre Authorization Form. The Division/Department requesting services must forward the following documentation to the Director of Fiscal Services and Plant Operations' Administrative Assistant for initial preparation. Once completed, the request will be forwarded to the Department of Mental Health and Addiction Services' (DMHAS) Office of the Commissioner's (OOC) Contracts Unit for preparation.
 - a. Name of Contractor
 - b. Social Security Number or Federal Identification Number
 - c. Description of Services
 - d. Duration
 - e. Cost of Services
2. If the contractor will be providing any clinical services prior approval must be granted by the Chief of Professional Services (COPS).
3. Upon receipt of a Contract Pre-Authorization Approval Request (PA), CVH Fiscal Services will forward the request to OOC Contracting unit for processing and coordinating vendor, legal, and Commissioner signatures. The Contract Manager will

receive an email including a scanned copy of the Contract Pre-Authorization Form indicating if the request was disapproved or approved and, if approved, next steps towards developing the contract.

4. If the contract is over \$3,000, it will also require the signature of the Attorney General.
5. A fully executed contract constitutes initiation of services. This process typically takes 6-8 weeks, but may vary based on the cost or complexity of the Agreement.