

YOLO COUNTY CONTRACTOR WORKSHOP

A Training for Community-Based Organizations



Introduction and Purpose

Purpose of this meeting

- Improve the County Purchasing and Contracting process for Community Based Organizations (CBO's) and County Contractors
- Get feedback from CBO's and Contractors
- Improve communication and awareness of existing county contracting policies applicable to community based organizations
- Ensure that Certification requirements (which vary widely per funding source and contract) are understood and in place.
- Clarify countywide and department-specific requirements concerning purchases, contracts, invoices and performance measurements
- Introduce central document repository

Agenda

- Opening Comments – Auditor’s Office
- Contracting
- Program & Performance Outcomes
- Accounting & Auditing Requirements
- Communication
- Department-Specific Breakout Session
- Reconvene and report out Q&A items applicable to larger group
- Workshop survey
- Next steps
- Adjourn

Questions?

- Please hold your questions until after each speaker has completed their presentation.
- We also ask that you hold your department-specific questions for the departmental breakout sessions.
- We will create a parking lot for questions that we will answer later or need additional research

Funding/Grant Requirements & County Policies

- **Manuals reflect grant requirements, governmental accounting standards, and County policies**
 - Complete, detailed documentation on all invoices
 - Solid internal controls within the organization
 - Increased performance and financial auditing of sub-recipients
- **OMB Circular A-87 – Cost, OMB Circular A-102 – Grants, OMB Circular A-133 – Audits, etc. replaced by**
- **OMB Uniform Guidance – Dec 26, 2014**
- **(\$750,000 / \$10k to \$25K / 40% - 20%)**

CONTRACTING

CBO Contract Manual

- CBO Contract Administration Manual (Revised July 2014)
 - This manual is a resource for CBO's that establishes mutual responsibilities of contracting parties. It also contains information on the contracting process and procedures, payment methodology and program and fiscal requirements.
 - Provides uniform framework for the complete contract process
 - Includes policies and procedures that relate to activities between the Board of Supervisors, operating departments and contracting organizations
 - Available online at www.yolocounty.org/CBO.

Contracting Process & Procedures

- Competitive contracts are awarded through a request for proposal and evaluation process.
- Performance goals and operating standards are established in each CBO contract.
- Contractor's performance is monitored throughout the year.
- Annual reporting and audits are required.



Common Contract Elements

All CBO contracts will contain the following elements:

1. Statement of services to be provided
2. Terms & Conditions of Payment
3. Insurance Requirements
4. Performance Goals and Operating Standards
5. Special Conditions

Contract Administration Manual available online at: www.yolocounty.org/CBO.

Certification

- There are many certification, accreditation and licensing requirements that may impact county contracts
 - *Practitioner licensure*
 - *Facility accreditation*
 - *Site certification*
- A broad range of considerations.
 - State and/or Federal Statute
 - *Medi-Cal site certification; National Provider Identification*
 - State Regulations
 - *Alcohol and Drug Counselor Certification; BBS Licensure; Group Homes for children*
 - Funding or Other Requirements
 - *Grant requirements; court requirements; county requirements*

Insurance Certificates

- Yolo County Insurance Requirements:
 - General Liability Certificate (\$1 million/occurrence, \$2 million/aggregate)
Additional Insured Endorsement Page for General Liability
 - Auto Liability Certificate (\$1 million/occurrence)
Additional Insured Endorsement Page for Auto Liability
 - Workers' Compensation Certificate (State Limits or \$1 million/occurrence)
** If no employees, not applicable*
 - Professional Liability Certificate (\$1 million/occurrence, \$2 million/aggregate)
** As identified per applicable Professional Services*

Renewing Contracts

- Give yourself ample time to pursue a contract renewal
 - Ideally the best time to research and consider requirements for an extension or possible renewal of an agreement is at least six months before expiration
 - Do not wait for an agreement to expire before contacting your county representative
- Requirements for renewing, extending, or modifying an agreement should be clearly detailed in contract language
 - Many agreements will be required to “float” for public response on a Request for Proposal (RFP)
 - Agreements for specialized services, limited providers in community, might be awarded using sole-source waiver

PROGRAM & PERFORMANCE OUTCOMES

Program & Performance Outcomes

- Evidence Based Practices
 - Essentially every field has evidence based/promising practices established
 - County & Contractors should work together to identify those evidence based/promising practices that are most applicable to services being provided
- Outcome Measures
 - Nationwide there is a movement to shift from fee for service reimbursement to pay for performance
 - The County is invested in working with our Contractors to identify what outcomes we want to achieve. (logic models can be useful)
 - After this is determined the search can begin for a validated tool or data source to track outcomes.

Fiscal Reports

- Fiscal Reports can vary widely from contract to contract and from County Department to County Department.
- Considerations that drive the need for “Fiscal Reports”
 - State and/or Federal Regulations
 - *Mental Health and Alcohol and Drug Cost Reports*
 - Funding source requirements
 - *Grant Requirements – Annual Fiscal Report*
 - County Budget Process
 - *Mid-year budget report; End-of-year budget report*

ACCOUNTING & AUDITING REQUIREMENTS

CBO Accounting Handbook

- CBO Accounting Handbook (Revised July 2014)
 - This handbook reviews standards for maintaining an accounting system, producing financial statements, establishing strong internal controls, and expectations for meeting the County's audit requirements.
 - Provides guidelines on financial management
 - Intended to complement any existing requirements by other funding entities
 - Available online at www.yolocounty.org/CBO.

Invoicing Requirements

- Financial records should clearly reflect and identify the cost of each type of service for which reimbursement is being claimed.
- Claims must be submitted monthly (or as agreed upon in contract) and must be supported by worksheets summarizing units of service or line-item costs claimed.
- All costs claimed should be reconciled to the provider's/contractor's general ledger. All summary and reconciliation worksheets should be cross-referenced to supporting documentation (service records, invoices, daily logs, etc.) to provide adequate audit trail.

Invoicing Requirements (cont.)

- Approval signature of authorized staff person is required on cover sheet.
- Charges are reimbursed and not paid in advance, or upfront.
- Itemized original receipts/invoices are required for all charges.
- When seeking reimbursement for staff costs supporting documentation, include payroll records such as paystubs and timecards.

Invoicing Requirements (cont.)

- Use OMB Circulars A-87 / A-122 and Uniform Guidance to determine allowability and allocability of costs.
- Costs must be reasonable.
- Refer to contract budget to determine agreed upon amounts.
- When billing for indirect costs or overhead, the methodology of how costs were allocated to the contract must be included.

Audits

- Audit requirement exists on many levels
 - Departmental Practices and Internal controls
 - County Auditor Requirements
 - Yolo County Independent Auditor (MGO) policy review
 - Outside funding agencies (i.e. Feds and State) require County to monitor our sub-recipients/contractors
- Two types of Audits – Program and Financial
- [OMB A-133](#), Uniform Guidance performance measures
- Risk Analysis
- Federal Single Audit (\$750,000)
- Audit or Review by Outside CPA Firm
- County Desk Review
- County Site Visit

COMMUNICATION

Communication – Box.com

- Email is often limited as to the size of files you can send/receive
- Yolo County will be using a password protected folder at Box.com as a single point of entry for any required documents and files
 - See <https://app.box.com/YoloCBO> for details
- You will be able to email files directly into this secure folder without any additional permissions. County staff will then transfer the files to our network archive
- If the files you are transferring are too large for your organization's email sending policy, a dedicated temporary folder can be created for you on Box.com
 - Copy/paste the files directly into the secure folder instead of emailing

BREAKOUT SESSION

Next Steps

- Ask us any questions that you have
- If you have suggestions or frustrations please share them with us (now or in the future)
- Monitor County for future contracting opportunities
- Review Your current contract(s)
- Review your reporting procedures (add performance measures?)
- Review your invoicing procedures
- Review your internal controls
- Utilize Box.com
- Stay in touch and let's work together to keep improving our mutual processes

- Thank you for your time and attention today
- We look forward to working with you to continually improve our quality of services to Yolo County residents

Contact Information

- Department of Alcohol, Drug & Mental Health
 - Mark Bryan, Assistant Director of Health Services, 530-666-8532
- Department of Employment & Social Services
 - Kipp Drummond, Chief Fiscal Officer, 530-661-2762
- Department of Health
 - John Buzolich, Deputy Director Health-Fiscal, 530-666-8689
- Probation Department
 - Ryan Pistochini, Fiscal Administration Officer, 530-406-5370
- Auditor-Controller's Office
 - Kim Eldredge, Senior Auditor, 530-666-8190