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.

Conduct Competitive Bidding Process  →  CBO Signs Contract  →  County Approves Contract (Board of Supervisors or Purchasing)  →  Contract is Executed and work can begin  →  CBO provides periodic performance and financial reports
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

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
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 Pistochni, Fiscal Administration Officer, 530-406-5370
- Auditor-Controller’s Office
  - Kim Eldredge, Senior Auditor, 530-666-8190