

OPM February 2016 Report RE: Timely Contract Health & Human Service Purchase of Service Contract Executions for Fiscal Year 2015

BACKGROUND & DEFINITIONS

Background: In October 2013, OPM promulgated a policy that 95 percent or more of **new** or **renewed** health and human service purchase of service (POS) contracts had to be executed not later than 15 days prior to the scheduled start date of the contract. As part of this policy, State POS agencies are required to report on their performance each year with respect to this 95 percent standard.

Definitions:

New Contract = A new contract for a service not previously contracted for with a provider

Renewed Contract = A contract for the same services with the same provider that was either: a) extended through an amendment or b) replaced by a new contract having a new term.

Start Date = The planned commencement date of a New Contract or the day following the expiration date of a contract to be Renewed by extension or replacement by a new contract.

Fiscal Year 2015: The information included in this report relates to any New or Renewed contract with a schedule date Start Date anytime within Fiscal Year 2015

Legend:

DCF=Department of Children and Families; DOC=Department of Correction; DDS; Department of Developmental Services; DMHAS; Department of Mental Health and Addiction Services; DPH=Department of Public Health; DSS=Department of Social Services; SDA=State Department on Aging; DOH=Department of Housing; DORS=Department of Rehabilitation Services; OEC=Office of Early Childhood

A. Metrics re Timely Contract Executions: Summary FY 11- FY15

Metrics	FY	DCF	DOC	DDS	DMHAS	DPH	DSS	SDA*	DOH*	DORS*	OEC*
% of New or Renewed Contracts executed 15 or more days prior to Start Date (% executed 0 to 14 days prior to Start Date- FY1,FY14 & FY15)	FY 11:	52%	0%	99%	100%	0%	1%	N/A	N/A	N/A	N/A
	FY 12:	50%	74%	100%	62%	25%	12%	N/A	N/A	N/A	N/A
	FY 13:	49% (73%)	0% (0%)	39% (92%)	92% (100%)	0% (0%)	0% (2%)	N/A	N/A	N/A	N/A
	FY 14:	0% (36%)	18% (36%)	30% (80%)	0% (0%)	21% (21%)	0% (1%)	0% (0%)	74% (100%)	0% (11%)	0% (0%)
	FY 15:	44% (78%)	20% (25%)	62% (85%)	0% (0%)	40% (49%)	9% (31%)	0% (71%)	0% (0%)	34% (87%)	0% (16%)

*Most SDA, DOH, DORS and OEC POS contracts were administratively and budgetary within DSS prior to Fiscal Year 2014. Starting in Fiscal Year 2014, these contracts are being administered by the Central Contracts Unit in DMHAS.

B. Metrics re Timely Contract Executions: FY 15

Metrics	DCF	DOC	DDS	DMHAS	DPH	DSS	SDA	DOH	DORS	OEC	Total # and % for All POS Agencies
# of New or Renewed Contracts executed	45 (100%)	20 (100%)	26 (100)	20 (100)	70 (100%)	93 (100)	7 (100%)	1 (100%)	38 (100%)	89 (100%)	409 (100%)
# and % of New or Renewed Contracts executed 15 or more days prior to Start Date	20 (44%)	4 (20%)	16 (62%)	0 (0%)	28 (40%)	9 (9%)	0 (0%)	0 (0%)	13 (34%)	0 (0%)	90 (22%)
# and % of New or Renewed Contracts executed 0 to 14 days prior to Start Date	15 (33%)	1 (5%)	6 (23%)	0 (0%)	6 (9%)	20 (22%)	5 (71%)	0 (0%)	20 (53%)	14 (16%)	87 (21%)
# and % of New or Renewed Contracts executed 1 to 30 days after contract Start Date	3 (7%)	10 (50%)	3 (12%)	4 (20%)	3 (4%)	30 (32%)	0 (0%)	0 (0%)	4 (11%)	41 (46%)	98 (24%)
# and % of New or Renewed Contracts executed more than 30 days after contract Start Date	7 (16%)	5 (25%)	1 (3%)	16 (80%)	33 (47%)	34 (37%)	2 (29%)	1 (100%)	1 (2%)	34 (38%)	134 (33%)

C. Comments:

Some of the factors that can delay the timely executions of contracts include:

- 1) Delays and/or inefficiencies in internal and/or external funding approval/notification processes.
- 2) Difficulties in reaching agreement as to scope of services or program budgets.
- 3) Submittal of incorrect forms or provider delays in submitting required information.
- 4) Cumbersome or paper-based contract assembly and execution processes.
- 5) Delays or issues raised or found during Attorney General review of contracts.
- 6) Miscellaneous other issues.