
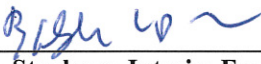




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

Policy # 2013	Contracts and Sub-Contracts
Origination Date: May 1997	
Revision Date: March 2004; June 22, 2007; June 11, 2008; July 30, 2010; September 25, 2012	
Reviewed Date: March 2005; March 15, 2006; July 10, 2009; July 21, 2013; October 7, 2014, October 17, 2016	
Approved: 	
Paul Ascari, Chief Financial Officer	Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) to obtain contracts for services provided to the Cobb and Douglas County Community Services Boards and to obtain sub-contracts for certain program services to be provided through outside agencies or individual providers.

PROCEDURE:

1. The determination is made by management as to what services are contracted. Contracted services include such services as pest control, cleaning of facilities, copier maintenance, lawn care, and food services.
2. The RFP or bidding process determines the selection for contracts above the Federal small purchase threshold fixed at 41 U.S.C. 403 (11) (currently \$150,000). The Assistant Finance Director and/or Purchasing Agent oversees the competitive bidding process for contracted services and makes recommendations to the Chief Financial Officer and the Executive Director.
3. Sub-contracts are executed for certain program services when it is in the best interest of the Community Services Boards. Program Coordinators and Department Directors select the service provider(s) who will be able to deliver the needed service. They make their recommendations to the Executive Director.
4. The Executive Director negotiates all agency contracts and sub-contracts, except when he chooses to delegate this responsibility to a designee.
5. Contracts are reviewed by legal counsel to ensure that all State and Federal requirements are met.
6. Two original copies of the contract are generated and original signatures are obtained from the Cobb and Douglas County Community Services Boards' Executive Director (or designee) and the Contractor.
7. One copy of the signed contract is on file in the Accounting department. The other copy is for the contractor.
8. A spreadsheet containing terms and contact information is maintained as a reference.
9. The Assistant Finance Director monitors all CSB contracts and subcontracts.