

## FY15 CBO Contract Renewal Plan

### I. Timeline

Contract Renewal Kick-off Meeting	March 7, 2014
Individual Contract Negotiation Meetings	April – early May 2014
Finalize proposals and counter-proposals for development of program descriptions (Ex As) and budgets (Ex Bs)	Late April – Mid May 2014
Contracts staff draft contracts	Early May – early June 2014
Contracts to CBOs for Signature	Mid May – Early June 2014
Contracts in County Signature Process	Late May – Early June 2014
Contracts to County Executive (or BOS) for signature	Last 2 Weeks of June 2014
Executed contracts to Accounts Payable	Early July 2014

### II. Contract Renewal Kick-off and Negotiations

#### A. Planning

1. Contracts staff (Contracts) will present the plan for the upcoming contract negotiations/renewals.
2. Contracts will present a draft renewal/negotiations calendar.
3. Contracts will set date for Kickoff Meeting with the CBOs
4. Contracts will review draft agenda for Kick Off Meeting
5. Contracts will review and coordinate any changes that need to be included in the FY15 contracts, including the addition of MHSA Goals to the Program Descriptions (Ex. As)

#### B. Contract Renewal Kickoff Meeting

1. There will be a brief review/overview of MHD related news (BH Integration, RFPs)
2. Contracts will outline the renewal process and CBOs will be given timelines and deadlines for contract renewals
3. Division Directors will give an overview and highlight of the work being done within their divisions.
4. HHS Finance will present a budget overview for the upcoming fiscal year.
5. MHD will review new goals and performance measures.

6. CBOs will have the opportunity to ask questions re: contracting process, boilerplate changes, and other general issues regarding renewals and negotiations.

### C. Individual Contract Negotiation Meetings

#### 1. Roles and Responsibilities

##### a. Contracts staff will:

- 1) develop timelines, schedules, and coordinate meetings with CBO providers and MHD/HHS staff
- 2) gather current contract information – Ex. As and/or current caseloads (See old Proposal forms)
- 3) facilitate each negotiation meeting, keep notes/minutes, and be the liaison between MHD and CBOs
- 4) track major changes/revisions to contracts

##### b. Programs staff will:

- 1) confirm current program descriptions and caseloads in current contract Ex. As
- 2) draft any language changes needed in Ex. As prior to individual negotiation meetings if possible.
- 3) draft any language changes that come out of negotiations and send to CU to incorporate in draft Ex. As

##### c. Finance staff will:

- 1) supply Contracts staff with current budgets and other needed documentation prior to each negotiation meeting
- 2) track any proposed budget changes during negotiations