

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-16</p>	<p align="center">Policy # 2.16</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: ACA Standards: 3-JDF-1A-19, 3-JDF-1B-15, 4-JCF-6D-09, 4-JCF-6B-09</p>	
<p>Chapter 2: FINANCIAL SERVICES</p>	<p>Effective Date: 12/22/17 Scheduled Review Date: 12/22/18</p>	
<p>Subject: CONTRACTS ADMINISTRATION</p>	<p>Replaces: 4/15/13</p>	
<p>Attachments: A – Contract Procedure Manual B – Ethics in Procurement and Contracting Procedures</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice administers all contracts through a central processing point to ensure that the Department adheres to all local, state and federal contracting standards and guidelines and monitors all contracts for measurable outcomes.

II. DEFINITIONS:

Business Owner: The Department business unit/division soliciting offers to acquire goods or services.

Contract Administration Plan: A written plan created at the initiation of a contract that is used to establish contract deliverables, milestones and due dates.

Non-Ancillary Contract: Contracts entered into for services that directly impact youth under the care or supervision of the Department (e.g., residential placements, counseling services, etc.)

III. GENERAL PROCEDURES:

- A. The Office of Contracts is the central repository for contractual agreements (except for real estate lease agreements) administered by the Department, including Memoranda of Understanding (MOUs), Memoranda of Agreement (MOAs), Intergovernmental Agreements (IGAs), leases, and contracts for services.
- B. All non-ancillary contracts entered into on behalf of the Department of Juvenile Justice (DJJ) must be approved by the Office of Contracts.
- C. All business owners requesting a non-ancillary contract must submit a requisition to the Office of Contracts.

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- D. The Office of Contracts will ensure that all non-ancillary contracts adhere to federal, state, and Georgia Department of Administrative Services (DOAS) guidelines and directives for fairness, compliance, fiscal responsibility, and transparency, throughout the life of the contract, from the identification of a need to contract close out.

- E. All contractors and vendors must comply with DJJ training requirements, policies, and procedures in accordance with their scope of service.

- F. Ethical Standards:
 - 1. It is incumbent upon any individual authorized by the Department to develop, negotiate, and/or enter into contractual agreements on behalf of the Department, to follow the “Ethics in Procurement and Contracting Procedures” (Attachment B) to ensure that no conflict of interest or the potential thereof shall exist in the contracting process.

 - 2. To the greatest extent possible, a sense of “competitive spirit” shall be maintained throughout the contracting process.

 - 3. The Commissioner is the only person authorized to sign contracts for services or Memoranda of Agreement (MOAs) or Understanding (MOUs) and Intergovernmental Agreements (IGAs). The Commissioner may delegate signature authority to other individuals within the Department. Such delegation carries with it full legal and administrative responsibility. All delegation approvals will be in writing and kept on file in the Office of Contracts.

- G. The Office of Contracts staff will:
 - 1. Provide direction and assistance to DJJ staff for the development of new contracts and the renewal of existing contracts;

 - 2. Ensure compliance with all procedures outlined in the State Purchasing Division Georgia Procurement Manual as it pertains to contract formulation, execution, and administration;

 - 3. Ensure that DJJ staff follow the approved Contract Request Process as outlined in the Contract Procedure Manual (Attachment A) when requesting a new contract or to amend an existing contract;

 - 4. Competitively bid the services that are not exempt from procurement or do not fall within existing Statewide Contracts or agency contracts;

 - 5. Ensure the procurement process for services are conducted in a fair and open manner;

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6. Ensure that all contracts that do not require solicitation contain all necessary clauses and requirements in accordance with Federal and State laws and regulations; and
 7. Ensure that all vendors are eligible to enter into a contract with the State in accordance with federal and state laws and regulations prior to the issuance of a contract.
- H. The Office of Contracts will ensure effective and on-going contract administration of all existing contracts by:
1. Developing and implementing a Contract Administration Plan for each contract;
 2. Reviewing the Contract Administration Plan with the business owner to determine contract performance;
 3. Implementing contract corrective action measures upon the determination of vendor non-performance;
 4. Ensuring that all necessary and required contract documentation (e.g., licenses, bonds and insurances) are submitted timely and meet requirements identified in the contract or Requests for Proposals; and
 5. Conducting contract records review in accordance with the State Purchasing Division Georgia Procurement Manual.
- I. Administrative Processing:
1. The requesting Administrative Operations Coordinator (AOC) or Administrative Operations Manager (AOM) will enter all requests for new contractual agreements into PeopleSoft as a new requisition.
 2. MOUs, MOAs, IGAs, or amendments to existing agreements will be forwarded to the Office of Contracts for development.
 3. Upon development of the contract, MOU, MOA, IGA, or amendment, a representative of the Office of Legal Services and all affected Deputy Commissioners must sign the Contract Routing Cover Sheet verifying that all language necessary is included and no changes to the contract are required. Upon receipt of the signed Cover Sheet, the Office of Contracts will initiate the vendor's signature and execution process.
 4. Payment for services outlined in a contract is the responsibility of the Division receiving the services.

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- a. The Office of Contracts will not create purchase orders or process payments for services rendered.
- b. The Office of Contracts will provide the business owner's Administrative Operations Coordinator (AOC) with the necessary information required to create a purchase order and process payments.
- c. The AOC will forward a copy of all purchase orders to the Office of Contracts for inclusion in the permanent contract file.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO