



Colorado Department  
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and Environment

# Expectations, Contract Standards and Deliverables

Contract monitoring has been defined by the Colorado Department of Public Health and Environment (CDPHE) Contract Monitoring Work Group (CMWG) as “documented oversight activities that occur at regular intervals through a defined and consistent process. The activities are designed to ensure that services and goods are delivered in accordance with the contract requirements, at the agreed upon price and budget and that the contractor meets specified performance standards described in the contract.

# Expectations from your Contract Monitor



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- ▶ Provide information regarding: monthly reports, invoices and important dates
- ▶ Site Visits
- ▶ Monthly Teleconference
- ▶ Program Evaluation
- ▶ Technical assistance and capacity building assistance
- ▶ Materials review

# Contract Standards and Deliverables



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- ▶ **Primary Activities / Networks**
- ▶ **Deliverables v. Measurements / Quarterly goals**
- ▶ **Important Dates / Timelines**
- ▶ **Curriculum / Interventions**

# Deliverables vs. Measurements



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- ▶
- ▶ **Measurement of Expected Results**
- ▶
- ▶ 1. A minimum of XXX individuals that have never attended XXX before shall receive outreach to encourage attendance of the intervention.
- ▶ 2. A minimum of XXX individuals that have never attended XXX before shall complete the entire intervention.
- ▶ 3. A minimum of XXX individuals shall be screened for XXX using the appropriate initial screening tool.
- ▶
- ▶
- ▶ **Deliverables**
- ▶
- ▶ The Contractor shall inform CDPHE which staff is assigned as Network Coordinator for their agency. (no later July 15, 2014)
- ▶ The Contractor shall submit a schedule of the Network Partner meetings to CDPHE.
- ▶ Minutes from these meetings shall be submitted to CDPHE. (no later than Sept 30, 2014)
- ▶
- ▶ The Contractor shall submit a copy of a signed Memorandum of Understanding (MOU) which identifies confidentiality and data sharing and referral agreement between the Contractor and each Network Partner. (no later than Dec 31, 2014)
- ▶ The Contractor shall submit a copy of the written Client Referral Protocols as created by the Network Partners. no later than Dec 31, 2014)

# Report Requirements / Timelines

- ▶ **July 15, 2014** (Identify Network Coordinator, Network training Meeting schedules).
- ▶ **Aug. 31, 2014** (CLIA certificates, training certificates, Active referral plan, plan, 6 month training and outreach schedules, Condom distribution).
- ▶ **Sep 30, 2014**(Curricula modifications)
- ▶ **Dec 31, 2014** (Network Client Referral Protocols) Network MOU's



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# Questions?



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# Contract Monitoring System (CMS)

Evaluation Category Definitions and factors

# Law behind CMS



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- ▶ Became law in 2009 that all contracts be rated on set factors on a quarterly basis. A final rating will occur at the end of the contract period. For CHAPP this is at the end of a 3-year cycle, for project funded by federal dollars this is typically 5 years.
- ▶ Contractor performance is defined as how a contractor meets the obligations of the contract. Obligations include all standards, requirements and deliverables stated in the contract in addition to adherence to the budget or price and the provision of customer service.
- ▶ The process is based solely on documentation that reflects the contractor's performance maintained in CDPHE program and fiscal files. Documentation (example) is reviewed and evaluated by CDPHE staff only. The evaluation process is NOT a collaborative process between contractor and staff.
- ▶ All evaluations result in a performance rating. Only the rating resulting from the final and construction evaluations will be recorded in the Contract Management System (CMS). The public website is a searchable database of all State personal services contracts valued at more than \$100,000 entered into or amended after July 1, 2009. The following link provides access to the public website <http://contractsweb.state.co.us>



- ▶ **Will be performed:**
  - a. Monthly
  - b. Quarterly
  - c. End of the project
- ▶ **The system is based on:**
  - a. Quality
  - b. Timeliness
  - c. Price/Budget
  - d. Deliverables
  - e. Category Rating



▶ **Quarterly Overall CMS rating:**

BS– rating in two or more categories  
rating in Quality or timeliness for two  
months = BS overall.

**Final Overall CMS Rating**

**Category rating:**

Average quarterly rating over the contract period.

**Overall Rating:**

1. BS rating if two or more categories are BS
2. BS rating if Quality or Timeless Categories are rated as BS.

# CMS Outcomes

- ▶ Resolution Plans
- ▶ Performance Improvement Plan
- ▶ Stop work Order
- ▶ Other Remedies





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# Questions?



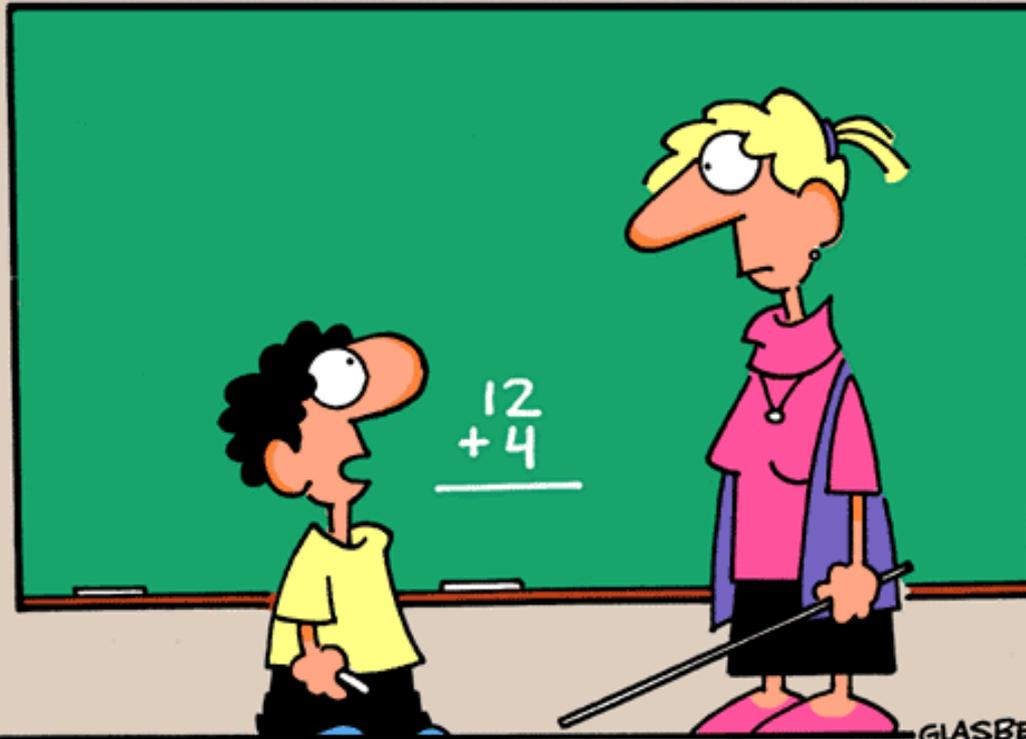
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# Monthly Reports and Site Visits

- The new monthly report template
- How Evaluation Web will be used with monthly reports
  - The goal of resolution plans
  - Site Visits



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**“Do I get partial credit for simply having the courage  
to get out of bed and face the world again today?”**

# Why do we have to submit a monthly report?



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## Monthly Report Fun Facts:

- ▶ **The monthly report describes the successes, challenges and near future plans your agency has for each primary activity in the scope.**
- ▶ **Your monthly report becomes a permanent part of the contract's documentation.**
- ▶ **Monthly reports and invoices are both still due once a month, but...**
- ▶ **Monthly reports must be submitted and approved before we can release the corresponding invoice.**

# New Monthly Report Template



- ▶ Where do I find it?

[www.colorado.gov/cdphe/hivcontracts](http://www.colorado.gov/cdphe/hivcontracts)

# How Does Evaluation Web supplement the monthly report?

## Evaluation Web Fun Facts:

- ▶ **Evaluation Web is the official system for reporting quantitative intervention progress.**
- ▶ **An Evaluation Web report will be pulled and submitted with your monthly report.**
- ▶ **Evaluation Web data should be entered within 10 days of each activity. This will ensure most data has already been entered by the end of each month.**
- ▶ **If it's not in Evaluation Web ... it didn't happen.**

# What is a resolution plan and why is it a part of the monthly report?

The resolution plan  
allows the *agency* to tell the state  
how *they* want to correct any  
projected deficiencies



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**“When the boss isn’t around to watch us,  
he loads up this screen saver.”**

# Site Visits

(Breathe we don't bite – usually)



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## Site Visit Fun Facts:

- ▶ **Although it's not a site visit. Your contract monitor will schedule a conference call each month with program staff.**
- ▶ **Your contract monitor will be performing site visits to view delivery of the interventions and testing.**
- ▶ **You should anticipate one site visit per quarter for each project.**
- ▶ **During the visit your contract monitor may ask to review documentation associated with the interventions or CTR.**
- ▶ **Results of the site visit will be compiled into a written report provided to your agency for review and comment.**
- ▶ **Site Visit findings indicating issues of noncompliance must be addressed. The contract monitor and agency will work together to resolve any issues.**

# Conclusion

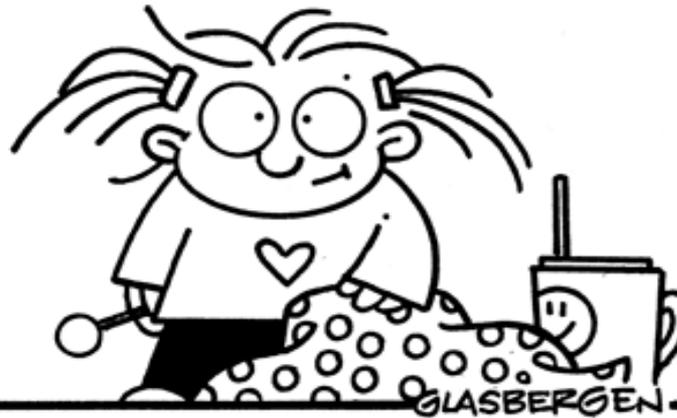
- ❑ Introduce the new monthly report template. Where it lives and how to complete it.
- ❑ Explain how Evaluation Web reports help to reduce duplication of data reporting.
- ❑ The resolution plan is your friend
- ❑ Sits Visits

It's all Good!



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## ***GUINNESS BOOK OF WORLD RECORDS***



**April 17, 2009 – Amelia Ann Ashton asked her  
mother 53,297,518 questions in 15 minutes.**