



CHILDREN'S TRUST
OF ALACHUA COUNTY

Contracting for Direct Community Services

January 10, 2022

4:00pm

Board Policy Questions

1. What level of involvement does the Board want regarding programmatic design and the funding process?
2. How do we plan for and evaluate CTAC funded programs?
3. What type of fiscal oversight does the Board want to exercise over CTAC funds?



Contracting for Direct Community Services

CTAC's Current Policy Practices

- The Executive Director or designee shall establish procedures to administer and monitor contracts issued by the Trust, based on an RFP approved by the Trust.
- Any type of Contract which promotes the best interest of the Trust and has been approved for legal sufficiency by the Trust Attorney, may be used. All Trust Contracts shall include provisions necessary to define the responsibilities and rights of the parties to the Contracts.
- No contract made pursuant to any Section of this policy shall be assigned or sublet as a whole or in part without the written consent of the Trust.

Contracting for Direct Community Services

CTAC's Current Policy Practices

All contracts for Direct Community Services shall have the following clauses:

1. **Maximum Indebtedness**
2. **Term of service**
3. **Contract Type, either fee-for-service, cost reimbursement, or another method approved by the Trust**
4. **Number of renewal options**
5. **Scope of work, which may include incorporating by reference the response to the solicitation**
6. **Deliverables**
7. **Reporting Schedule**
8. **Performance measures approved by the Trust**
9. **Trust's right to withhold or suspend payment, or terminate the contract, if the Provider has not met the performance measures contained in the contract**
10. **Trust's right to terminate for a lack of appropriations**

Contracting for Direct Community Services

CTAC's Current Policy Practices

Types of Contracts

Fee for Service

Provider is paid a fee in return for a services or product delivered

Cost Reimbursement

Provider receives a refund of the expenses incurred for providing a service or producing a product

