

(Identify the AAA here)

Contracts Management Worksheet				Section 01-CTM
Review Section:	Requirement Reference	Additional Information	Requirement	Finding
CTM-01	Performance Based Contract C.11.b		_____The AAA follows either, Federal, the State of Idaho, or agency's purchasing guidelines (whichever is more restrictive).	
CTM-02	Performance Based Contract C.19.b.iv		_____The AAA has a valid and current workers' compensation policy. The AAA and their subcontractor(s), if any, and all employers providing work, labor, or materials under this Agreement, are subject employers under the Idaho Workers' Compensation Law, and shall comply with Idaho Statutes regarding Workers' Compensation coverage, which requires the AAA to provide either a certificate of workers' compensation insurance issued by a surety licensed to write workers' compensation insurance in the State of Idaho or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Industrial Commission.	
CTM-03	Performance Based Contract C.19.b.v		_____The AAA has Professional Errors and Omissions insurance for case management and adult protection staff.	
CTM-04	Performance Based Contract C.11.c		_____The AAA ensures all subcontracts or assignments are made in writing.	
CTM-05	Performance Based Contract C.11.(c & d)		_____The AAA issues contracts, monitors, and performs assessments of subcontractors for each of the following programs:	
			Transportation	
			Congregate Meals	
			Home delivered meals	
			Homemaker	
			Chore	
			Respite	
			Legal Services	
			Adult day care	
CTM-06	Performance Based Contract C.12		_____The AAA ensures that any subcontractor under this Agreement complies with all confidentiality provisions.	
CTM-07	Program Manual (PM) 4.12.2. CFR 45 Part 92.36(i)(11) Procurement		_____All required records are retained for three years after contractors make final payments and all other pending matters are closed.	
CTM-08	PM 4.12.2. CFR 45 Part 92.36(c)(3) Procurement		_____Grantees have written selection procedures for procurement transactions that ensure all solicitations meet the following requirements:	
	PM 4.12.2 CFR 45 Part 92.36.c.3.i		_____ (Scope of Work) The AAA incorporates a clear and accurate description of the technical requirements for the material, product, or service to be procured.	

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	PM 4.12.2 CFR 45 Part 92.36.c.2.		_____ Identifies all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.	
CTM-09	PM 4.10.4.		_____ The AAA's appeal procedure is written and provides an opportunity for a fair and impartial hearing for any organization denied a subcontract with the AAA.	
Desk Review: CTM-10	PM 4.(10), Form FO.AD.10 Contract Approval		_____ Complete the following contract worksheets: CMT Worksheet 1, which summarizes all current contracts and provide <u>copies of all contracts with amendment</u> (this includes lease agreements, Information Technology, Provider agreements and contracts). CMT Worksheet 2, which lists all disputes, claims or protests. CMT Worksheet 3, which lists contracts terminated before contract expiration date.	
CTM-11	PM 4.10.3.A. and FO_AD_10 Contract Approval Form		_____ The AAA maintains form FO_AD_10 with ICOA approval that justifies the reason(s) a multi-year subcontract was awarded for each multi-year contract.	
CTM-12	PM 4.11.1. and FO_AD_10 Contract Approval Form		_____ For-profit contractors need prior approval of ICOA before an agreement is made between the AAA and the provider.	
CTM-13	PM 4.12.1 CFR 45 Part 92.35		_____ AAA contracts include language addressing Debarment and Suspension.	
CTM-14	Title VI Civil Rights Act, Section 504 Rehabilitation Act of 1973, Title II Americans with Disabilities Act (looked this up online)		_____ The AAA contracts include Civil Rights and Discrimination language to assure there is no discrimination on the grounds of race, color, national origin, religion, sex, age, familial status, or disability.	
CTM-15	PM 4.12.2. CFR 45 Part 92.36(i)(7) Procurement		_____ The AAA includes requirements and regulations pertaining to reporting in their contracts.	
CTM-16	PM 4.12.2. CFR 45 Part 92.36(i)(2) Procurement		_____ The AAA has a termination for cause and for convenience including the manner by which it will be effected and the basis for settlement in their contracts.	
CTM-17	PM 4.12.2. CFR 45 Part 92.36(h) Procurement		_____ The AAA can enter into any construction or facility improvement contract or subcontracts.	
CTM-18	PM 4.12.1 CFR 45 Part 74.51(f) Monitoring and reporting program performance		_____ The AAA immediately notifies the ICOA of developments that have an impact on OAA and State services. Also, notification is given in the case of problems, delays, or adverse conditions which materially impair the ability to meet program objectives.	
CTM-19	PM 4.12.1. CFR 45 Part 74.41 Recipient responsibilities		_____ The AAA takes the responsible authority, without recourse to ICOA, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of an award or other agreement, including disputes, claims, protest of award, source evaluation or other matters of a contractual nature.	

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CTM-20	PM 4.12.2. CFR 45 Part 92.36(f)(1) Procurement.		_____ Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals. A cost analysis must be performed when the offeror is required to submit the elements of their estimated cost, e.g., under professional, consulting, and architectural engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. A price analysis will be used in all other instances to determine the reasonableness of the proposed contract price.	
CTM-21	PM 4.12.2. CFR 45 Part 92.36(f)(3) Procurement.		_____ Costs or prices based on estimated costs for contracts under grants are allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles (see § 92.22). Grantees may reference their own cost principles that comply with the applicable Federal cost principles.	
CTM-22	PM 4.12.2. CFR 45 Part 74.44(d)		_____ Grantees and subgrantees only make awards to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	
CTM-23	PM 4.12.2. CFR 45 Part 92.36(b)(9) Procurement.		_____ Grantees and subgrantees maintain records sufficient to detail the significant history of a procurement. These records include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	

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CTM-24	PM 4.12.2. CFR 45 Part 92.36(c)(1) Procurement.		_____ All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of § 92.36. Some of the situations considered to be restrictive of competition include but are not limited to: Placing unreasonable requirements on firms, requiring unnecessary experience and excessive bonding, noncompetitive pricing practices between firms and affiliated companies, noncompetitive awards to consultants that are on retainer contracts, organizational conflicts of interest, specifying only a brand name product instead of allowing an equal product to be offered, and any arbitrary action in the procurement process.	
CTM-25	PM 4.12.2. CFR 45 Part 92.36(c)(3) Procurement.		_____ Grantees have written selection procedures for procurement transactions. These procedures ensure that all solicitations:	
CTM-26	PM 4.12.2. CFR 45 Part 92.36(c)(3)(i) Procurement.		_____ Incorporates a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description does not, in competitive procurements, contain features which unduly restrict competition. The description includes a statement of the qualitative nature of the material, product or service procured, and when necessary, sets forth those minimum essential characteristics and standards to which it conforms in order to satisfy its intended use. Detailed product specifications are avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equal” description is used as a means to define the performance or other salient requirements of a procurement. The specific features of the named brand which are met by offerors are clearly stated.	
CTM-27	PM 4.12.2. CFR 45 Part 92.36(c)(3)(ii) Procurement.		_____ Identifies all requirements which offerors must fulfill and all other factors used in evaluating bids or proposals.	
CTM-28	PM 4.12.2. CFR 45 Part 92.36(b)(2) Procurement.		_____ Grantees and subgrantees maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	
CTM-29	PM 4.12.2. CFR 45 Part 92.35 Sub-awards to debarred and suspended parties.		_____ Grantees and subgrantees cannot make any awards or permit any award (subgrant or contract) to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under	
CTM-30	PM 4.12.1 CFR 45 Part 74.51(a) Monitoring and reporting program performance		_____ Recipients are responsible for managing and monitoring each project, program, subaward, function or activity supported by the award. Recipients monitor subawards to ensure that subrecipients meet the audit requirements as set forth in § 74.26.	