

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Contracted Human Services and Memorandum Of Understanding **Number:** F 20

Approved: Signature on file

Date: 11-24-14

POLICY

Contract compliance is to be performed in accordance with the following policies:

1. County of Orange Contracts Policy Manual (CPM)

Unless otherwise authorized by the Board of Supervisors, all County contracts shall be solicited and executed in accordance with the provisions of the CPM. The funding source establishes the underlying guidelines to be used in developing each contract or MOU. Additionally, all contracts and MOUs must be in compliance with the CPM. If a conflict exists between funding source guidelines and the CPM, a waiver must be obtained from either the funding source or the Board of Supervisors (BOS). Unless otherwise prohibited by statute, rule, ordinance, or other law, any procedure in the CPM may be changed by majority vote of the BOS.

2. State of California Department of Social Services (CDSS) Manual of Policies and Procedures

CDSS Management and Office Procedures Sections 23-600 through 23-650 set forth the procedures for "Purchase of Service". The regulations contained in this Chapter provide policies and requirements for county welfare departments' purchases of services from public or private agencies involving funds administered by CDSS. It defines types of contracts and CDSS policies and requirements with regard to their use.

3. State of California Government Code Section 1090, Conflict of Interest and other applicable laws

Every effort is made to ensure that no prohibited conflict of interest exists as defined in the State of California Government Code Section 1090 et seq., or other applicable laws. In addition, effort must be made to avoid the appearance of a conflict of interest as specified in the CPM and the Orange County Social Services Agency Policy Manual (Administrative Services Manual Policies and Procedures C30 Conflict of Interest).

All SSA employees who may have the potential to influence decisions relating to contracts must file a Conflict of Interest statement in accordance with the State Fair Political Practices. Proposal Evaluation Committee members must sign a statement which discloses the nature of any connection with any organization which submits a proposal. The Contract

Administrator must obtain an opinion from County Counsel if it appears that a conflict of interest could develop. No contract will be awarded to any contractor who has participated in the development of the RFP. Conflict of Interest for County employees is addressed in County Contract Policy Manual Section “Ethics in Public Contracting – County Employees.”
