DHHS Division of Contract Management

Quick Reference Guide

Last updated April 2016

Mission:

The Division of Contract Management's (DCM) primary purpose is to provide contract and RFP administrative support services for all of DHHS, enabling program staff to focus on delivering services to Maine citizens. DCM is also the gatekeeper for ensuring procurement rules, policies and best practices are followed.

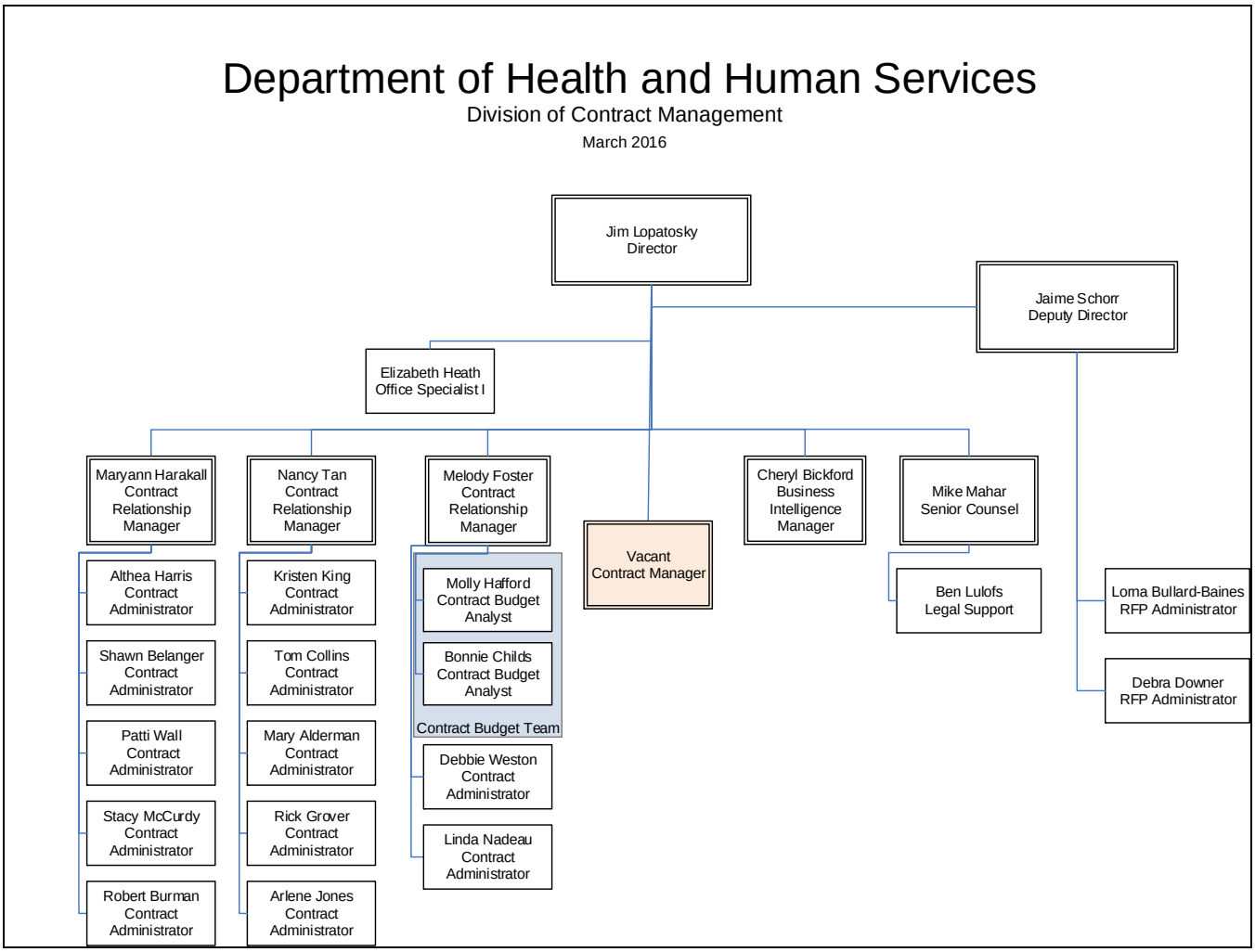
Key Roles:

Role	Description	When to Call
SPOC	Each provider is assigned a Single Point of Contact (SPOC) to serve as a liaison. This person will provide support and field questions as needed.	- You have questions pertaining to a specific contract or provider.
CRM	Each DHHS Office is assigned a Contract Relationship Manager (CRM) as a point of contact. This person will serve as a liaison for the office, providing direction and support as needed. This person will also oversee contract processing for that office. This includes review and approval of contracts, template contracts, and BP37s.	- You have questions pertaining to contract technical support issues. - You have a group of contracts that need to be processed or amended and you are looking for the best option to streamline the process. - You have questions on contract process, compliance, or rules
Contract Budget Team	This team reviews contract budgets and other financial reports for agreements supporting Direct Client Services. Email: Contract-Budgets.DHHS@maine.gov	- You have questions regarding acceptable expenses for which a provider may be reimbursed. - You have questions around the processing of contract budgets.
BI Manager	The Business Intelligence Manager serves as the database administrator, supporting the Contract Allocation Database.	- You need access to or have questions about the Agreement Files, Allocations Database, Intranet Reports
Legal Counsel	The Legal Counsel reviews, provides guidance, and legal opinions for language in Rider A that accurately describes the services being procured, and results in a legally enforceable document.	- You have questions about the organization, content, and language within Rider A. - You have questions around holding providers compliant to an agreement.
RFP Administrator	The RFP Administrator is a staff member of the RFP Team within DCM and is assigned as a liaison for a specific DHHS office. This person ensures timeliness of RFPs pursuant to the DHHS RFP schedules, reviews and process RFPs including associated documents. Email: RFP.DHHS@maine.gov	- You have questions regarding when an RFP should be released. - You have questions pertaining to a specific RFP or service.
Deputy Director	The Deputy director provides support and guidance for the Request for Proposal (RFP) and Request for Information (RFI) processes. This person also provides leadership to the Division.	- You have technical questions related to competitive procurement including process, compliance or rules. - You have questions regarding an RFP or RFI.
Director	The Director for Contract Management is responsible for the overall procurement operations process and provide support for internal and external stakeholders.	- You are not sure where else to turn for support within DCM. - You have questions on an item that you have discussed with DCM but still are not satisfied.

Key Supporting Roles:

Role	Description
General Counsel	The DHHS General Counsel provides legal guidance for the more significant agreements.
Contract Audit	The Contract Audit Team are the subject matter experts for State and Federal rules that apply to direct services agreements as it relates to expenses. They also perform the final audit for those agreements.
OCQI	The Office of Continuous Quality Improvement provides guidance on establishing performance metrics.
DAFS Purchases	This team, headed by the Chair of the State Procurement Review Committee, approves procurements on behalf of the State. This team also defines and upholds the State-wide policies and procedures.

DCM Organizational Chart:



Internal Roles:

Role	Description
CA	The Contract Administrator (CA) puts the contract document together, performs the initial reviews, manages the invoice payments, and reviews the quarterly financial reports.
CM	The Contract Manager (CM) provides support for the CAs and the contracting process.

Office Assignments:

Office	Contract Point of Contact	RFP Point of Contact
Commissioner	Jim Lopatosky/Maryann Harakall	Jaime Schorr
DLRS	Maryann Harakall	Lorna Bullard Baines
Hospitals	Melody Foster	Lorna Bullard Baines
MCDC	Maryann Harakall	Debra Downer
OADS	Melody Foster	Lorna Bullard Baines
OCFS	Nancy Tan	Debra Downer
OFI	Melody Foster	Debra Downer
OIT	Melody Foster	Jaime Schorr
OMA	Nancy Tan	Debra Downer
OMS	Maryann Harakall	Debra Downer
OSAMHS	Nancy Tan	Lorna Bullard Baines

Website:

External: http://www.maine.gov/dhhs/contracts/ Internal: http://inet.state.me.us/dhhs/contracts/