

## Attachment X - Contract Compliance Checklist

*May not be all-inclusive of contract requirements*

### Start Up Activities

Section	Contractor Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
3.16.2.1	Staffing Plan	30 days after Contract Commencement	Acknowledgement of receipt	Contract Manager
3.16.2.1	Organization Chart	30 days after Contract Commencement	Acknowledgement of receipt	Contract Manager
3.7.1 / 3.7.2	DPSCS' Contract Manager, Director of Mental Health Services, Director of Nursing, Medical Director and Area Contract Operations Managers (ACOM) to review credentials of key staff prior to Contractor hiring	prior to hiring which shall be within 30 days after Contract Commencement	Personnel placement or rejection	Contract Manager Director of Mental Health Service Director of Nursing Medical Director ACOMs
3.9	Staff Screening Process	prior to hiring which shall be within 30 days after Contract Commencement	Personnel placement or rejection	Contract Manager Appropriate ACOM
3.10.1.1	Develop/Maintain Staff database ° orientation/training ° refresher training ° credentialing/license renewals ° in-service training	30 days after Contract Commencement	database verification	Contract Manager
3.10.1.2.3	Staff Orientation Plan	60 days after Contract Commencement	Acknowledgement of receipt	Contract Manager
3.15.1.1	Draft Policy & Procedures Manuals	35 days after Contract Commencement	Acknowledgement of receipt	DPSCS Directors/Managers (see 3.7.1)
3.15.2	Web-based Document management system	45 days after Contract Commencement	database verification	Contract Manager
3.16.1.1	Final Plan for the Delivery of Inmate Health Care	30 days after Contract Commencement	Acknowledgement of receipt	Contract Manager
3.19.1	Weekly work initiation conferences	up to 60 days after Contract Commencement	agenda & written minutes	Contract Manager
3.19.2	Contract Kick Off Meetings (required attendance at 3)	between 40 and 50 days after Contract Commencement	Acknowledgement of attendance	Contract Manager
3.21.5.6.1	Participate physical inventory	20 days prior to current Contract's expiration date	database verification	Contract Manager

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Section	Contractor Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
3.10.1.1	In-service training calendar schedule	30 days after Contract Commencement	Acknowledgement of receipt	Director of Nursing
3.37.3.1	Participate in initial training of EHR/Next Gen for all users	30 days after Contract Commencement	database verification	Contract Manager
3.37.3.2.1	Participate in initial training for "super users" in each SDA	30 days after Contract Commencement	database verification	Contract Manager
3.44	Problem Escalation Procedure	40 days after Contract Commencement	Acknowledgement of receipt	Contract Manager
3.46(B)	Certificates of Insurance	Within 10 business days of recommended award	Acknowledgement of receipt	Procurement Officer
Attachment C	Contract Affidavit	Within 5 business days of recommended award	Acknowledgement of receipt	Procurement Officer
Attachment D	MBE Forms D-2 & D-3	Within 10 business days of recommended award	Acknowledgement of receipt	Procurement Officer