

ATTACHMENT Q

Contract Compliance Checklist - Time Frames

May not be all-inclusive of contract requirements

Start Up Activities

Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Contract Start Up Kick Off Meeting (Section 3.4)	Within 30 days after Contract Award	Schedule and conduct 4 Statewide Meetings (sign-in sheets from meetings)	Contract Manager
State Personnel - Agency Contact information to be given to Contractor (Section 4.7)	Prior to Commencement of Contract	Acknowledgement of receipt	Contractor
Certificates of Insurance (Section 4.9)	Within 5 days after recommended award	Copy of current Certificate of Insurance meeting all limit requirements	Procurement Officer
Contract Affidavit (Attachment C)	Within 5 days after recommended award	Signed, currently dated Attachment C	Procurement Officer
MBE Forms D-2 & D-3	Within 10 working days after recommended award	Properly completed and signed MBE Forms D-2 and D-3	Procurement Officer
DHR Hiring Agreement (Attachment P)	Within 10 days after recommended award	Signed, currently dated Agreement (Attachment P)	DHR Hiring Agreement Officer with copy to Procurement Officer
Names & Qualifications of educational trainers (Section 3.3.15.1.2.1)	Within 5 days after Contract award *	List of Trainers & Qualifications	DJS DAC
Training of new employees who have potential exposure to bloodborne pathogens (Section 3.3.15.1.2.1)	Within 10 working days of notice of new hires	Training Session Sign-In Sheets	DJS DAC
Training topics for on-site medical training (Section 3.3.15.1.2.2)	Within 10 days after commencement of Contract *	Medical Training Topics List	Contract Manager
Names & Qualifications of staff administering vaccinations (Section 3.3.15.1.3)	Within 5 days after Contract award *	List of Staff & Qualifications	DJS DAC
Logistics plan for ADA Paratransit Eligibility Functional Assessments (Section 3.3.20.5)	Within 10 days after Contract award *	Logistics Plan	MTA Mobility DAC
Identification of specific alternative facilities for functional assessments (Section 3.3.20.5.2)	Within 10 days after Contract award *	List of Facilities	MTA Mobility DAC

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Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Problem Escalation Procedure (Section 3.4.3.1)	Within 10 days after recommended award *	Final Procedure	Contract Manager

** subject to approval by appropriate State personnel; to be revised and resubmitted as required, within the timeframe noted in each identified corresponding RFP section.*

Full Performance Activities

Daily

Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Daily Scope of Work Activities as Listed in Section 3	On Demand/As required by Service Provided		Requesting Agency DAC

Daily Specifics

Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Fitness for Duty/Ability To Work Examinations (Section 3.3.5)	Results faxed or emailed by end of next business day following examination and written copy of exam within 5 business days of the exam	Examination documents	Requesting Agency DAC
Workers' Compensation Treatment (Section 3.3.11)	Fax or email to DAC before close of business day on day of treatment & fax to workers' compensation third party administrator within 2 business days of each treatment session	Preliminary status report	Requesting Agency DAC & Third Party Administrator
US DOT-Regulated Drug Testing (Section 3.3.17)	Written results of confirmed <u>negative</u> drug screens within 2 business days of test & confirmed <u>positive</u> drug screens within 5 business days of test	Written results	Requesting Agency DAC
US DOT-Regulated Alcohol Testing (Section 3.3.18.1)	Written results of confirmed alcohol tests within 2 business days of test	Written results	Requesting Agency DAC
MDOT Drug Testing (Section 3.3.22.1)	Written results of confirmed <u>negative</u> drug screens within 2 business days of test & confirmed <u>positive</u> drug screens within 5 business days	Written results	MDOT DAC

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Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
MDOT Alcohol Testing (Section 3.3.22.2)	Written results of confirmed alcohol tests within 2 business days of test	Written results	MDOT DAC
Pre-Placement Physicals based upon Ergonomic Job Assessment Profile (Section 3.3.1.2)	Written summary report within 1 business day of the examination. Final written report within 5 business days of the examination.	Written summary report	Requesting Agency DAC
Standard Psychological Evaluations of Employees/Applicants (Section 3.3.2)	Written report of qualification within 5 business days of the evaluation	Written report	Requesting Agency DAC
Initial Workability Examinations (Section 3.3.3.1)	A brief summary report within 24 hours of the exam. A final comprehensive report within 5 business days.	Summary Report/ Comprehensive Report	Requesting Agency DAC
Follow-Up Workability Examinations (Section 3.3.4.1)	A brief summary report within 24 hours of the exam. A final comprehensive report within 5 business days	Summary Report/ Comprehensive Report	Requesting Agency DAC
Comprehensive Report of Workers' Compensation Treatments (Section 3.3.12.1)	15 of the month for preceding month's activities	Comprehensive Report	Contract Manager and Third Party Administrator

Full Performance Activities

Monthly

Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Invoices categorized by Requesting Agency & submitted electronically to those <u>individual</u> State Agencies requesting services (Section 3.4.2)	15 th of the month for preceding month's activities	Invoices	Requesting State Agency & Contract Manager
Invoices for Workers' Compensation cases (Section 3.4.2)	15 th of the month for preceding month's activities	Invoices	Third Party Administrator

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Full Performance Activities

Annually

Activity	Time Frame	Completion Evidence	Evidence Received/Approved By:
Annual training of employees with potential of bloodborne pathogen exposure (Section 3.3.15.1.2.1)	Approximately on each Contract anniversary date; specific date to be determined by DAC	Training completion (sign-in sheets)	DJS DAC or Requesting Agency DAC

Reports

Report Section	Time Frame	Report sent to:
MBE Compliance Forms (Attachments D-4 & D-5)	10 th of each Month	Agency MBE Liaison Officer
Contract Usage by other governments and Non-profits (Section 1.33)	15 th of the month for the preceding month's activities and annually, within 15 days of the end of each contract year	Contract Manager
Problem Escalation Procedures (Section 3.4.3)	Within 10 days of any changes to the procedure and/or identified persons or positions and within 10 days after each new Contract year	Contract Manager

Meetings

Meeting Section	Frequency of Meeting	Where Meeting Held	Length of Meeting
Medical Advisor/Consultative Patient Services (Section 3.3.7.1)	On an as-needed basis (generally once a week)	DBM in Baltimore	variant
Health Benefits Review Committee (Section 3.3.10)	Committee meets monthly	DBM in Baltimore	variant
Health Benefits Review Committee for MTA (Section 3.3.10)	Exception basis only (usually 2-3 times per year)	MTA	variant
Meetings (for problems with work under the contract) Section 3.4.4)	On an as-needed basis	Contractor's location or requesting Agency's location	variant

Contract Close Out

Invoices at contract expiration/termination (Section 3.4.2)	Within 45 days after expiration/termination of contract	Final invoices	Requesting State Agency DAC with copy to Contract Manager
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