

COMMUNITY ACTION TEAM
Child & Family Development Programs
Procedure for Contract Development

This procedure applies to contracts, agreements, memorandums of understanding, or any document that commits Child & Family Development Programs staff to exchange of services, client information or funds.

1. All contracts are between Community Action Team, Inc. and the agency/vendor that will provide the service. The program and center name are listed in the contract language.
2. Center Managers, Area Supervisors, or other staff designated by the Director may negotiate the contract in consultation with the Director while in development.
3. There is a contract blank that contains all of the requirements available by request from the Office Support Specialist. Please use this contract blank unless the vendor/agency prefers an attorney prepared document or a contract/agreement prepared by their staff.
4. The Center Manager will send two originals of contract/agreement to agency/vendor to begin the signature process. The signed documents will be sent to the Director for approval and signature.
5. If there is no exchange of funds, the Child & Family Development Programs Director will send signed copies of the document to Center Managers or Area Supervisors, for distribution to the appropriate people, and maintain a signed copy on file in the Admin Office.
6. If there will be an exchange of funds, the Child & Family Development Programs Director will send two contract originals to the Executive Director and Fiscal Director for approval and signature.
7. The Executive Director will keep one original contract to file in fiscal office.
8. The Executive Director will return one original contract to the Director for distribution to the appropriate people.
 - a. The Director will return contract copies to the Center Manager and Area Supervisor.
 - b. A copy of all contracts will be on file in the Child & Family Development Programs Admin office.
9. The Center Manager or Area Supervisor will return the signed contract original to the vendor/agency.