

DEPARTMENT OF REHABILITATION AND CORRECTION	SUBJECT: CONTRACTOR REVIEW PROCEDURES	Number: 22-BUS-10
	RULE/CODE REFERENCE: 5120.01	SUPERSEDES: 103-17 dated 10/15/93
	RELATED ACA STANDARDS: 2-CO-1B-10	EFFECTIVE DATE: July 7, 1997
	RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald A. Wilkinson</i>

I. **AUTHORITY:** This policy is issued in compliance with the authority of the Director of the Ohio Department of Rehabilitation and Correction to manage and direct the total operations of the Department as described in the Ohio Revised Code, Section 5120.01.

II. **PURPOSE:** To facilitate communication regarding the responsibilities of the contractor in relation to the goals of the agency, the agency can assure that programs and services are being implemented as outlined in policy, and contracted obligations are being completed.

III. **APPLICABILITY:** This policy generally applies to all persons employed by or under contract of employment with the Department of Rehabilitation and Correction. It specifically applies to all employees of the Division of Business Administration and Business Offices throughout the Department.

IV. **DEFINITIONS:** None.

V. **POLICY:** It is the policy of the Department of Rehabilitation and Correction that when a program is provided through Contractual Service, the Agency administrator or other designated staff meet at least annually with the contractor to review the services being provided in relation to the contracted obligations previously approved.

VI. **PROCEDURE:**

1. Appropriate department staff will evaluate contractor performance by reviewing monthly statistical reports, invoices, research provided by the contractor, or other relevant data required by the agreement such as performance milestones or following the principals of total quality management (Quality Services Through Partnership in Ohio State government).
2. Agency Program Administrators will meet annually to discuss overall contract performance and future contracting requirements of their area of responsibility.