

ADMINISTRATIVE POLICY

Employment of Consultants & Ancillary Contract Services Policy No. 200.1.4 Page 1

- 1 Requirements for Employment of Consultants and Ancillary Contract Service Providers
 - 1.1 OPTIONS will employ qualified personnel and may opt to use the services of consultants as independent contractors as needed.
 - 1.2 All consultants will provide services under the provisions of formal written contracts meeting the standards and requirements of state and federal regulations.
 - 1.3 OPTIONS will utilize only those consultants and outside ancillary contract services meeting the standards, regulations and requirements governing OPTIONS' programs and services.
 - 1.4 Written consultant agreements will clearly specify: 1) OPTIONS' programs to receive consultation; and 2) the duties and responsibilities of the consultant. Copies of agreements will be maintained at the OPTIONS Main Office.
 - 1.5 Ancillary contract service providers or independent contractors will provide services under the provisions of formal written contracts. Costs for ancillary contract services will be available to all persons served who pay privately.

- 2 Maintenance and Review of Consultant and Ancillary Contract Service Agreements
 - 2.1 The Chief Executive Officer will review all contracts at least once annually.
 - 2.2 Any and all required insurance documents, licenses or registrations for consultant or ancillary contract services will be certified at least once annually and maintained on file.

- 3 Billing Procedure for Consultants and Ancillary Contract Service Providers
 - 3.1 Consultants will bill OPTIONS monthly for services rendered.
 - 3.2 Appropriate tax information will be mailed to contractors at the end of the calendar year.

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