

OHA PROCESSES FOR CONTRACTS WITH COUNTY HEALTH DEPARTMENTS

A. Types of Contracts Issued to county public health departments:

1. Financial Assistance Agreements for Local Public Health Authorities.
 - a. FAA is specialized form of grant.
 - b. Requires Oregon DOJ legal sufficiency review if not-to-exceed is >\$150k.
 - c. Is exempt from public procurement code (i.e., not subject to requirement for solicitation).
2. Other Intergovernmental Agreements.
 - a. IGA is a public contract if not-to-exceed is >\$150k
 - b. Requires Oregon DOJ legal sufficiency review.
 - c. Is exempt from public procurement code (i.e., not subject to requirement for solicitation).
3. Grant Agreements.
 - a. Grant is not a public contract.
 - b. Requires Oregon DOJ legal sufficiency review, if not-to-exceed is >\$150k , unless it is a “federal grant pass-through”.
 - d. Is exempt from public procurement code (i.e., not subject to requirement for solicitation).

B. The forms of contracts and grants are developed jointly by OCP, CLHO (FAA, Requests for Grant Agreements), county legal counsels and DOJ in ongoing, periodic meetings.

C. Process for issuing IGA's and Grants.

1. LPHA FAA:
 - a. New LPHA FAA's issued each biennium.
 - b. PHD, CLHO agree on policy for use of program funds, draft Program Element language.
 - c. PHD submits request to develop LPHA FAA.
 - d. OCP develops draft LPHA FAA, reviews with PHD.
 - e. OCP submits LPHA FAA to Oregon DOJ for legal sufficiency review.
 - f. OCP circulates FAA to county, PHD for signature.
 - g. OCP distributes executed FAA to county, OHA.
2. LPHA FAA Amendments
 - a. Amendments issued on monthly cycle.
 - b. PHD, CLHO agree on draft amendment language.
 - c. PHD submits amendment to OCP circa 15th each month of FAA term.
 - d. OCP drafts legally sufficient amendment with PHD input.
 - e. If necessary, OCP submits draft amendment to DOJ for LSR.
 - f. OCP circulates FAA amendments to county, PHD for signatures.
 - g. OCP distributes executed amendments to county, OHA.

3. Other Intergovernmental Agreements
 - a. PHD (and possibly CLHO) make policy decisions on uses of non-FAA funds.
 - b. PHD submits contract request to OCP.
 - c. OCP develops draft legally sufficient IGA, reviews with PHD and county.
 - d. If necessary, OCP obtains DOJ LSR for amendment.
 - e. OCP circulates IGA to county, PHD for signatures.
 - f. OCP distributes executed IGA to county, PHD.

4. Grants (no Request for Grant Applications process)
 - a. PHD (and possibly CLHO) make policy decisions on uses of non-FAA funds to be administered as grants.
 - b. PHD submits grant request to OCP.
 - c. OCP develops draft legally sufficient grant, reviews with PHD and county.
 - d. If necessary, OCP obtains DOJ LSR for grant.
 - e. OCP circulates grant to county, PHD for signatures.
 - f. OCP distributes executed grant to county, PHD.

5. Grants with Request for Grant Application process

If PHD determines that some sort of competitive process is needed before grants can be issued, PHD and OCP will conduct a RFGA process.

 - a. PHD (and possible CLHO) make policy decisions on use of funds to be administered as grants.
 - b. PHD submits a RFGA request to OCP.
 - c. OCP develops RFGA with PHD.
 - d. OCP issues notice of RFGA on Oregon Procurement Information Network (ORPIN).
 - e. OCP administers RFGA process as described in RFGA document.
 - f. County proposers submit grant proposals to OCP.
 - g. OCP and PHD evaluate grant proposals received from county proposers.
 - h. PHD decides which proposals will receive grant awards.
 - i. OCP issues notices of intent to award grants on ORPIN.
 - j. OCP develops draft legally sufficient grant, reviews with PHD and county.
 - k. If necessary, OCP obtains DOJ LSR for grant.
 - l. OCP circulates grant to county, PHD for signatures.
 - m. OCP distributes executed grant to county, PHD.