

## **HHS Circular C-003**

### **The HHS Enterprise Contract Council**

#### **I. Purpose**

To establish the Health and Human Services (HHS) Enterprise Contract Council, comprised of the Chief Operating Officers, or their designees, and selected agency representatives from each HHS agency, to be responsible for developing an enterprise-wide common perspective of contract management and implementing a contract management system.

#### **II. Directive**

In this capacity, the Contract Council will be responsible for:

- reporting and making recommendations on a regular basis to the Health and Human Services Commission (HHSC) Executive Commissioner;
- providing effective oversight of HHS system contract management and administration functions while maintaining accountable standards, consistency, and flexibility to establish a framework for accountability, best value, and desired outcomes;
- developing and implementing a contract monitoring system for use by the HHS enterprise where the level of oversight may be adjusted appropriately;
- developing a HHS systemic plan for continual contract management training to staff;
- developing plans in coordination with each HHS agency's internal auditor for reviewing contract management capabilities and recommendations for improvement;
- reviewing contract management internal and external reports and developing recommendations for changes in HHS enterprise contract management strategies and approaches; and
- coordinating and reviewing any other activities related to enterprise-wide contract management as directed by the Executive Commissioner of the HHSC.

#### **III. Background**

In accordance with HB 2292 (78<sup>th</sup> Legislature, 2003, Regular Session), the HHSC is required to provide oversight and ensure accountability for contract management functions across the HHS enterprise. It is essential to develop a consistent and effective system of contract management and administration, which monitors the expenditure of public funds, ensures that the funds are utilized for the intended purposes, and minimizes and simplifies the administrative processes, where possible, for the provider/contractor community. Previous enterprise-wide contract

management workgroups have developed common definitions, delineated functional responsibilities across the enterprise, and outlined key recommendations for implementation to strengthen contract management functions.

#### **IV. Summary**

The formation of the Contract Council is one of the most important initiatives the enterprise will undertake in the coming years. The Contract Council will not only take the necessary steps to ensure consistency in enterprise-wide contract management, but will also evaluate best practice recommendations to facilitate sound approaches to contract management. Through the Contract Council, the HHS enterprise will increase its capacity to monitor contracts and strengthen HHSC's ability to assess overall progress and trouble spots through a variety of checks and balances. The final results of the council's work will be a major factor in the enterprise's ability to improve service delivery across the enterprise.

#### **V. Inquiries**

Inquires concerning the content of this circular should be directed to Wanda Thompson, Deputy Commissioner for System Support Services, HHSC, at (512) 424-6511 or [Wanda.Thompson@hhsc.state.tx.us](mailto:Wanda.Thompson@hhsc.state.tx.us) or Anne Sapp, Cross Agency Director of the Program Management Office, HHSC, at (512) 424-6904 or [anne.sapp@hhsc.state.tx.us](mailto:anne.sapp@hhsc.state.tx.us).