Procurement Workshop: Contract Monitoring Elements – Group Assignments

1. A DHMH program has a contract with a private vendor for monthly medical screening services. It is a 5 year contract that started on 7/1/15 and ends on 6/30/20. In addition to the screening services, the vendor is also required to submit a monthly report that details the number of screenings, screening types, and demographic makeup of patients. This report is due by the 20th of the month following the screening period. It is early March of 2016 and the program has not received the reports for the screening periods of December 2015, January 2016, and February 2016. A) How would you handle this situation? B) How could this issue have been prevented?
2. Using the same contract as #1, fast forward to June of 2016. The May invoice has just come in. You suddenly realize that after paying May’s invoice, you won’t have enough funds left in FY16 to pay June’s invoice. A) How would you handle this situation? B) How could this issue have been prevented?
3. A DHMH program has an MOU with a MD governmental entity for a special project to implement a grantee database to collect and analyze data and to perform community resource mapping for MD residents with special health care needs. The MOU covers a term of 9/1/15 to 6/30/16 at a cost of $75,000. The awardee is required to submit monthly progress reports. In addition, an itemized statement of expenditures and a brief narrative report on the project is due within 14 days after the close of the MOU term. In late May 2016, the governmental entity states that they need more time to finish up the database due to unforeseen circumstances. A) How would you handle this situation? B) How could this issue have been prevented?
4. Using the same MOU as #3, the database is completed by the end date of 6/30/16. It’s 7/31/156 and you still have not received the expenditure statement and narrative report. In addition, you’ve found that the database has been corrupted. A) How would you handle this situation? B) How could this issue been prevented?
5. A DHMH program has a smoking cessation contract with a private vendor for $150,000. The term is 7/1/13 to 6/30/16 and the MBE goal is 10%. It’s September of 2015 and no money has been spent on the MBE so far. A) How would you handle this situation? B) How could this issue have been prevented?
6. A DHMH program has a budget of $50,000 for an RFP for a media campaign covering disease prevention. The program wants the resulting contract to cover all of FY17 (7/1/16-6/30/17). It is the spring of 2016 and it is discovered that the $50,000 comes from funds remaining on a federal grant that expires on 9/30/16. How would you handle this situation?