

Guidelines for Contracting New Funding

Policy

Central Florida Behavioral Health Network (CFBHN) makes decisions regarding the distribution and management of contracted funds for mental health and substance abuse services in a fair, efficient and equitable manner for all parties involved.

Purpose

The purpose of this policy is to establish procurement guidelines for allocating and managing contracted funds for mental health and substance abuse services. This policy will be followed in conjunction with the *Equity of Funding Policy*.

Procedure

The guidelines for the allocation/reallocation of funding defined herein are for general decision-making in conjunction with the *Equity of Funding Policy*. However, the CFBHN Board of Directors reserves the right to make exceptions to the guidelines as needed, except when such exceptions would be contrary to other requirements applicable to the CFBHN.

1. When a purchaser has earmarked funding for a particular network provider, CFBHN executes a new or an amendment to the existing contract. This is completed within 30 business days of the development of applicable guidelines and performance parameters that are agreed upon by all parties.
2. For new allocations of funding under \$2,000,000 that are not earmarked by the purchaser, funding will be distributed in a manner consistent with the current *Equity of Funding* policy. Unless the purchaser's contract requires a different procedure, the system of care needs will be prioritized.
3. Before finalizing reallocation distributions within the circuits, CFBHN management considers proposals, and will take into consideration recommendations from the Regional Councils.
4. For new allocations of funding over \$2,000,000 and not earmarked by purchaser, CFBHN will follow the guidelines established in the *Competitive Procurement Policy*.
5. **Emergency Decisions:** There are situations in which funding allocation decisions must be made immediately. In these cases, the staff decision is final, and the appeals process does not apply. Some examples of emergencies include:
 - A. When CFBHN receives notice of the termination of contract effective within 35 days;
 - B. Funding must be reallocated immediately or it may be lost;
 - C. The purchaser requests immediate reallocation of funds;
 - D. The Executive Committee determines that the provider's contract is in non-compliance;
 - E. A serious incident occurs which places the individuals receiving services in jeopardy, or places the contracts of CFBHN in jeopardy;
 - F. When it is determined that a threat to public health, safety or welfare exists and contractual services are needed too quickly for ordinary competitive solutions.

Guidelines for Contracting New Funding (Continued)

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