# After-the-Fact Contract Justification

## Instructions:

DSHS Administrative Policy 13.10, Central Contract and Legal Services, requires local procedures to prevent after-the-fact contracts and amendments. CA requires program / contract managers to submit the After-the-Fact Contract Justification form.

**Step 1** Complete the top portion of this form.

**Step 2** Provide the information in 1 through 7.

**Step 3** Obtain appropriate signatures in 8.

**Step 4** Submit completed and signed form to CA Headquarters Contracts Unit using the DSHS CA Contract Request in-box (email) for processing.

**ALL fields are to be completed**

1. **Contract Type and Service Description**

2. **Contract / Amendment Summary** (Provide a brief summary of the contract purpose)

3. **Reason for After-the-Fact Contract / Amendment Request** (Check all that apply)
   - [ ] Contract Process
   - [ ] CA Process
   - [ ] Budget Process
   - [ ] Contractor Negotiations
   - [ ] Program or Contract Manager Negotiations
   - [ ] Other (please explain):

4. **Detailed Explanation for the Reason(s) for the Request in Item 3 Above.**

5. **Are the Services Current Being Provided?**

6. **Have Any Payments Been Made to the Contractor for These Services?**

7. **Describe your prevention plan on how you will avoid future requests for after-the-fact justification for contracts or contract amendments.**

8. **Signatures: CA Regional Administrator or Designee for Regional Contracts**

   **CHILDREN’S ADMINISTRATION REGIONAL ADMINISTRATOR OR DESIGNEE FOR REGIONAL CONTRACTS**

   Signature: ___________________________ Date: ______________

   Print Name: ___________________________

   **Upon approval, submit this form to CA Headquarters Contracts Unit for further processing.**

   **CHILDREN’S ADMINISTRATION CONTRACTS UNIT SUPERVISOR**

   [ ] Approved  [ ] Denied  Signature: ___________________________ Date: ______________

   Print Name: ___________________________

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**COPIES TO:** Contract File; HQ Contracts Unit; Program / Contract Manager

**AFTER-THE-FACT CONTRACT JUSTIFICATION**

**DSHS 15-472 (REV. 06/2017)**