



CHILDREN'S ADMINISTRATION
After-the-Fact Contract Justification

DATE OF REQUEST
PROGRAM CONTRACT MANAGER

CONTRACT PERIOD	CONTRACT NAME	CONTRACT NUMBER
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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 8a or 8b
- Step 4** Submit completed and signed form to CA Headquarters Contracts Unit 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)

- a. Contract Process
- b. CA Process
- c. Budget Process
- d. Contractor Negotiations
- e. Program or Contract Manager Negotiations
- f. 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 REQUEST FOR AFTER-THE-FACT JUSTIFICATION FOR CONTRACTS OR CONTRACT AMENDMENTS.

8. Signatures

CHILDREN'S ADMINISTRATION REGIONAL ADMINISTRATOR FOR REGIONAL CONTRACTS

Signature: _____ Date: _____

CHILDREN'S ADMINISTRATION OFFICE CHIEF OR DIRECTOR FOR HEADQUARTERS CONTRACTS

Signature: _____ Date: _____

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

CHILDREN'S ADMINISTRATION FISCAL DIRECTOR OR DESIGNEE

Approved Denied Signature: _____ Date: _____

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