



AIDD COMPLIANCE TASK SUBMISSION

Item No.: N1	Due Date: 12/1/2014	Submission Date: 11/26/2014
Description: Policies and/or procedures (with other documentation as necessary) providing evidence the Council carries out appropriate subcontracting activities, accurate financial accounting and record keeping		

Narrative:

The attached Contract Manual provides the policies and procedures under when the Council carries out appropriate subcontracting activities, accurate financial accounting, and record keeping.

The process to develop the Contract Manual included opportunities for Council, Committee, and public review and input. On May 29, 2014 the Council approved the Contract Manual with direction to staff and Committees to complete. The timeline below documents the meetings leading up to and following that Council decision:

- Executive Committee, February 11, 2014, review draft
- Executive Committee, April 3, 2014, review draft
- Council, May 29, 2014, approve with direction to staff to make technical changes
- Administration Committee, June 18, 2014, review technical changes
- Executive Committee, June 10, 2014, review technical changes
- Administration Committee, July 23, 2014, review technical changes
- Executive Committee, August 12, 2014, approve manual

The Contract Manual is for all contract and program staff to use for proper development, review, and execution of contracts.

Barrier to Implementation:

None

Findings Fully Addressed

Yes: <input checked="" type="checkbox"/>	<i>Explanation:</i> Click here to enter text.
No: <input type="checkbox"/> (If no explain)	

Changes to Timeline:	No changes. Delivered on time.
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