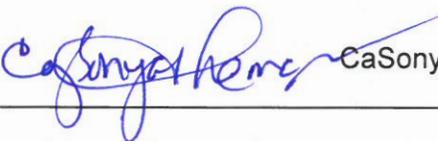


**San Bernardino County
Department of Behavioral Health**

Assignment of DBH Contract Provider Procedure

Effective Date 05/24/2016
Approval Date 05/24/2016  CaSonya Thomas, Director

Purpose To provide general guidance to Department of Behavioral Health (DBH) staff and contract providers regarding the required actions when DBH assigns a contract to another active DBH contract provider.

Definition **Assignment** is referring to one party of an existing contract (often called the assignor, which is DBH for the purposes of this procedure) transfers the contract obligations and benefits to another party (often called the assignee, which is contract provider for the purposes of this procedure).

Closing Contract Provider When DBH or an existing contract provider ends its contract before the designated contract termination date, actions need to take place. Specifically, the closing contract provider must follow the actions outlined in DBH BOP 3033-1, [Closure of DBH Contract Provider Procedure](#), and DBH shall determine another contract provider to continue services.

Assignment of DBH Contracts Process In accordance with County procurement processes, DBH as the contract assignor may only assign the contract(s) of a closing contract provider to an agency that bid and was eligible to provide services for that specific contract service type. The following factors may be taken into consideration before DBH approaches a contract provider as a possible assignee:

- Location of closing contract provider
- Whether a contract provider currently provides the same service type in the same general area
- Contract performance
- Fiscal sustainability/solvency
- Ranking

Should there not be an eligible agency to assign the contract, DBH shall determine if there are other viable agencies appropriate to be considered for a new non-competitive agreement to provide the services, utilizing the same criteria as indicated above as needed and appropriate.

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San Bernardino County Department of Behavioral Health

Assignment of DBH Contract Provider Procedure, Continued

**Contract
Provider
Identified as
New Assignee**

Once an agency has been identified as the new contract assignee, the following actions shall be completed by the appropriate DBH program or unit:

Responsible Program/Unit	Action Item
Applicable Program for contract service type	<ul style="list-style-type: none"> • Advise the applicable DBH programs as indicated in the Closure of DBH Contract Provider Procedure of the assignment • Complete and submit a Request for Action to the contract to the Contract Unit • Complete and submit Change Order Request to close out former contract provider and to set up billing codes for new contract provider
Contracts Unit	<ul style="list-style-type: none"> • Amend the contract of the current DBH contract provider if it is already providing the same service type. • Prepare the Assignment Form for signature (if needed) • Prepare a new contract (if needed)
Fiscal	<ul style="list-style-type: none"> • Request budget schedules from the assignee • Review and approve with the applicable Program Manager(s) the agency's budget schedules
Compliance	<ul style="list-style-type: none"> • Complete closeout letter to original contract provider
Information Technology	<ul style="list-style-type: none"> • Complete requested action for Change Order Request received
Quality Management	<ul style="list-style-type: none"> • Notify the Department of Health Care Services via Information Technology Web Services (ITWS) regarding the newly assigned contract provider and services rendered, if applicable

Related policies

DBH Standard Practice Manual:

- ADS 0203: DUI/DEJ Certified Provider Closure Procedure
- BOP 3033: [Assignment, Closure, Merger or Relocation of Clinics Policy](#)
- BOP 3033-1: [Closure of DBH Contract Provider Procedure](#)
- BOP 3033-3: [Merger of DBH Contract Provider Procedure](#)
- BOP 3033-4: [Relocation of Clinic Procedure](#)