

## RW Part B and State Services Statements Of Work (SOW) Summary of Changes

### RW Part B Amendment for 7-Month Extension to Unbundle the Contract

- Contract extended seven (7) months and is now for a 19 month term (September 1, 2014-March 31, 2016)
- QM Plan due date changed from September 30, 2015 to December 30, 2015
- Specific allocated amounts for Administrative Agency administrative expenditures added for H25, 079, and K18
- Services/expenditures through August 31, 2015 must be invoiced to DSHS by October 15, 2015 for both Part B and State Services
- Contractor will implement the Standards of Care within a DSHS-approved timeline
- Monitoring of subcontractor reports due to DSHS within thirty (30) days of the date each final report is sent to subcontractor and Contractor shall also provide DSHS with copies of any corrective action directives made by Contractor to a subcontractor to address performance deficiencies, within thirty (30) days of the issuance of such directives. These reports shall be sent to a different email address: [HIVSTDReport.Tech@dshs.state.tx.us](mailto:HIVSTDReport.Tech@dshs.state.tx.us) instead of [HIVVSF@dshs.state.tx.us](mailto:HIVVSF@dshs.state.tx.us)
- Contractor agrees to read DSHS Contractor Financial Procedures Manual (CFPM) and work with DSHS staff regarding the management of funds received under this Contract. <http://www.dshs.state.tx.us/contracts/cfpm.shtm>. On this page, there is a version with tracked changes showing and a clean version so revisions are easy to identify
- Added due dates to reports for the 7-month extension (FSRs, DIPS, and Quarterly Reports)
- Naming convention guidelines for entering contracts into ARIES
  - **15-16 Part B** represents the 7-month extension
- Under “Special Provisions,” General Provisions, Compliance and Reporting Article II, Applicable Laws and Regulations Regarding Funding Sources, Section 2.06 was deleted by CMU and replaced with new language. Please refer to your SOW for the new section.

### State Services (SS) Contract Renewal

- 2-year contract (September 1, 2015-August 31, 2017)
- AAs should invoice as if two 12-month contracts. SOW states “Contractor shall provide services and expend funds for State Services per the following 12-month terms: All services provided from September 1, 2015 through August 31, 2016 require that final billings are submitted to DSHS by October 15, 2016. All services provided from September 1, 2016 through August 31, 2017 require that final billings are submitted to DSHS by October 15, 2017.”
- Contractor will implement the Standards of Care within a DSHS-approved timeline
- QM plan due date was supposed to be changed from September 30, 2015 to December 30, 2015 – SOW does not reflect this, **but the due date is December 30, 2015**
- Naming convention guidelines for entering contracts into ARIES
  - **15-16 SS** represents the first 12 months (September 1, 2015-August 31, 2016) of the 2-year SS contract. Only enter this contract into ARIES at this time. **16-17 SS** will be entered closer to the beginning of the start date of September 1, 2016
- NOTE - After April 1, 2016 the program report requirements for this contract will fall under the Ryan White reporting requirements timeline and will start with Quarter 1 on April 1, 2016. The narrative that fall in the RW quarter will be both for RW and SS. The ARIES contract specific detail report will be run on a SS quarter cycle. This is because DSHS will not require Administrative Agencies to submit a separate narrative for State services. The ARIES quarterly report for SS will be run by SS quarters
- Report due dates adjusted as well to reflect changes due to the unbundling of Part B and SS contracts