

Chapter: Fiscal Management  
Subject: Contracts  
Section: 2.8  
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ODJFS Rule:  
COA Standard: PA-PQI 8, 9  
Review/Revised: 12/21/20

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The Montgomery County Juvenile Court and the Nicholas Residential Treatment Center have written policies, procedures, and practices governing the award and procurement of contract services. NRTC's Board is responsible for the procurement of all contracts and service agreements provided to NRTC under Memorandums of Understanding (MOU).

#### Contracts

1. The contract will be awarded to the lowest and/or best qualified responsible bidder complying with the bid specifications and/or scope of work required. One of either two kinds of contract documents will be executed with the successful bidder. The first type of contract consists of the original bidding documents, the bid specifications, and the purchase order. The terms and conditions contained in these three documents constitute the agreement of the parties and shall be binding.
2. Standard contract devised by the Montgomery County Purchasing Department with the approval of the Prosecuting Attorney's office. It contains standard clauses governing the Scope of Work, prevailing wages, equal opportunity, default and damages. This type of contract is used for nearly all competitive bid contracts and involving the provision of labor, materials, and supplies by the vendor.

Contracts are submitted to the Montgomery County Commissioner's officer and administrative action is taken by the Board of County Commissioners to agree to County business and transactions.

No contract award to a bidder shall be considered a binding contract without the proper certificate by the County Auditor that the funds are available. (Any contract entered into without such a certificate is void, and no payment may be made on the contract.) This certificate is part of the original Purchase Order which is a component part of each of the above basic kinds of Contracts.

#### Memorandums of Understanding

1. MOU's are developed, as needed, with community agencies for the fulfillment of services within NRTC.
2. MOU's are approved by NRTC's Board and signed off by the Director.

#### Contract and MOU Monitoring

NRTC's Director, or designee, is responsible for monitoring and overseeing the fulfillment of the contract or MOU. Issues are reported to the agency liaison and Director for resolution.

