**MEMO**

To: Behavioral Health System Baltimore, Inc. Providers and Consultants

From: Keisha Tatum, MSc HSA

 Director of Contracting Operations

 Behavioral Health System Baltimore, Inc.

Date: March 29, 2019

RE: FY 2020 Contract Operations Process

Cc: BHSB Executive Team

 BHSB Finance Division

 BHSB Program Division

 BHSB Strategy Division

 BHSB Accountability and Provider Relations Division

 BHSB Policy and Communications Division

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Dear Behavioral Health Provider/Consultant,

Behavioral Health System Baltimore Inc., (BHSB) has been diligently preparing for the issuance of behavioral health sub-vendor and consultant contracts for ***FY 20 (July 01, 2019-June 30, 2020)*.**  It is the intention of BHSB to have FY20 Contracts executed by ***June 30, 2019***. Please see the information below regarding the FY20 contract process.

**FY20 Letters of Awards**

Behavioral Health System Baltimore, Inc. (BHSB) will begin issuing FY20 Letters of Awards to Providers and Consultants the week of ***April 08, 2019****.* BHSB Inc. will begin with FY20 grant funding that has been confirmed by the Maryland Department of Health, Behavioral Health Administration. Letters of Awards supporting projects not funded by the Behavioral Health Administration will be sent after FY20 funding has been confirmed by that Funder. The Letter of Award will be sent via email by the BHSB Contract Administrator that is assigned to your contract.

**FY20 Provider Budget Submission**

Providers will be required to submit a completed FY20 budget to the assigned BHSB Contract Administrator within two weeks of receipt of the FY20 Letter of Award. The budget will be forwarded to the BHSB Program Lead and Grant Accountant for review and final approval. The FY20 budget packets will be posted to the BHSB website for accessibility within the next few weeks. Should you have questions regarding the status of the budget that was submitted, please contact the BHSB Grant Accountant that is assigned to your contract. This information will be reflected on the FY20 Letter of Award.

**Contract Management System (CMS) Registration and Training**

For FY20, BHSB will continue to utilize the web-based Contract Management System (CMS) for the review and approval of Program and Financial Reports submitted to BHSB by contracted Providers and Consultants. In late June 2019 and August 2019, BHSB Inc. will be hosting in-person CMS training for Providers and Consultants. Information regarding CMS registration and training will be included with the FY20 Letter of Award that will be emailed to you by your assigned BHSB Contract Administrator.

As the Local Behavioral Health Authority for Baltimore City, BHSB Inc. appreciates the partnership and looks forward to continuing to meet the behavioral health needs of Baltimore City residents.

Sincerely,

Keisha Tatum, MSc HSA

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Director of Contracting Operations

BHSB Finance Administration and Operations

Behavioral Health System Baltimore, Inc.