

# WELCOME TO BHSB'S FY25 CONTRACTING SUB-VENDOR MEETING

- Please add your name, organization, and contracting role to the chat.
- To ensure we capture all questions and answers, we are asking the following
- Save your answers to the end of the presentation, during the Q&A
- Add your questions to the chat.



# FY'25 SUB-VENDOR MEETING

Administrative Orientation for Sub-Vendors & Consultants

April 30 & May 8, 2024



**Behavioral Health System**  
Baltimore

# MEETING AGENDA

- Welcome
  - All guests-please add your name, organization, and role in the meeting chat
- BHSB Introductions
- Who is BHSB?
- Overview of BHSB's Contracting Process
- Leads Overviews
  - Contract Administrators
  - Grants Accountants
  - Program
  - Quality Coordinator
- Contract Management System (CMS)
- Q&A
  - To ensure we are capturing all questions, please add all questions in the meeting chat
- Next Steps
  - Q&A document will be added to BHSB's website within 5 days after the 2<sup>nd</sup> meeting (May 8<sup>th</sup>)
  - Contracting Process Key Information Document on BHSB's website

# BHSB TEAM INTRODUCTIONS



# WHO IS BHSB?

**Behavioral Health System Baltimore (BHSB) is the Local Behavioral Health Authority for Baltimore City. BHSB manages grant funds for behavioral health services and provides general system oversight and management.**

Maryland Department  
of Health

Baltimore City  
Government

Behavioral Health  
Administration

Baltimore City Health  
Department

**BHSB**



Behavioral  
Health Providers

**BHSB  
ADMINISTRATIVE  
PRACTICES**

**Contracting  
with  
BHSB**



# BHSB CONTRACTING PROCESS OVERVIEW

Program  
Lead  
develops the  
Attachment A  
(scope &  
deliverables)

Letter of  
Award  
(LOA)  
emailed  
to sub-  
vendor

Sub-vendor  
submits  
budget into  
CMS and  
uploads  
supporting  
documents

Budget  
reviewed  
and  
approved

Contract  
issued for  
execution

Programmatic  
and fiscal  
reporting/  
monitoring  
throughout the  
contract term

Final fiscal  
reporting and  
reconciliation

Payments

Accountability  
Compliance  
Audit is  
conducted

# BHSB CONTRACT TEAM ROLES

Contract Administrator Lead (CAL) – works in the Finance Department under the Director of Contracts responsible for coordinating contract documentation and timelines

Grants Accountant Lead (GAL) – works in the Finance Department under the Director of Grants Accounting responsible for financial management and oversight of contracts

Program Lead (PL) – usually works in the Programs, Policy & Communications, or Operations Departments at various levels within the organizational structure responsible for the programmatic management and oversight of contracts

Quality Coordinator Lead (QCL) – works in the Accountability Department under the Associate Director of Quality responsible for conducting compliance audits, retrospectively to review if service delivery met contractual requirements and relevant federal, state, and local regulations



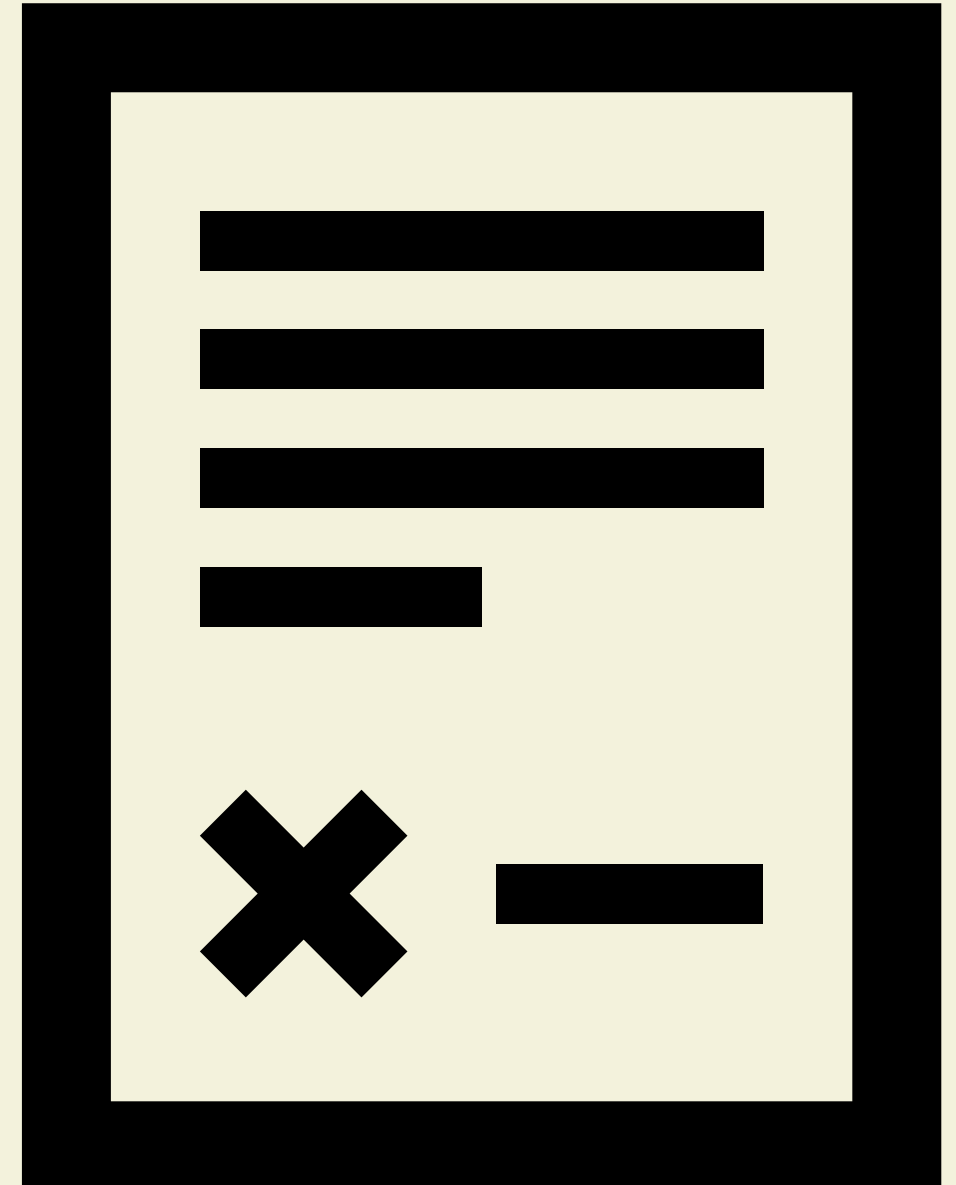
**BHSB  
CONTRACTING  
PROCESS**

**Contract  
Administrator  
Lead**



# CONTRACTING WITH BHSB

1. Letter of Award (LOA) is emailed to the sub-Vendor
2. Supporting documents (W-9, Certificate of Insurance, CMS Registration Form, Pre-Award Risk Assessment, etc.) are required to be emailed to the assigned Contract Administrator Lead within **10 business days** of receiving the LOA
3. Contract Management System (CMS) users identified on the completed CMS Registration Form will be added to CMS to allow access to the system
4. The purpose of the CMS Registration Form is to identify staff members who are assigned to perform specific functions related to the contract



# BHSB CONTRACT TYPES

## Cost Reimbursement

- Contract pricing method under which allowable, reasonable, & allocable costs incurred in a performance of a contract are reimbursed in accordance with the terms of the contract.
- Requires that the agency estimates all costs associated with the services to be provided by categories or line items such as salaries, benefits, office supplies, etc.

There are two types of Cost Reimbursement contracts:

**Advance Basis Cost Reimbursement** – Sub-vendor receives funds in advance of incurring and reporting costs; usually a pro-rated budget amount.

**Actual Expenditures Cost Reimbursement** – Sub-vendor receives funds after the costs are incurred and reported and the payment equals the amount of costs reported for a specific period.

## Fee-For-Service

- Contract pricing method under which a specific fee is charged for a service or services performed under the contract.
- Total cost of the contract is based on a set rate for a service, estimated length of service, and an estimated number of consumers to be served.

Example:

Recovery Housing Services

$\$15/\text{day} \times 90 \text{ days per consumer} \times 10 \text{ consumers} = \$13,500$

## Consultant

- A person or independent agency engaged in the presentation of independent work, business, or trade in which they offer services to the public. The consultant-contractor relationship is defined as an individual, personal delivery of service where the format has a high degree of autonomy over use of time, selection of process, and utilization of resources.
- Total cost of the contract is based on an hourly rate and an estimated number of hours necessary to complete the service.

**BHSB  
CONTRACTING  
PROCESS**

**Grants  
Accountant  
Lead  
&  
Financial  
Audits**



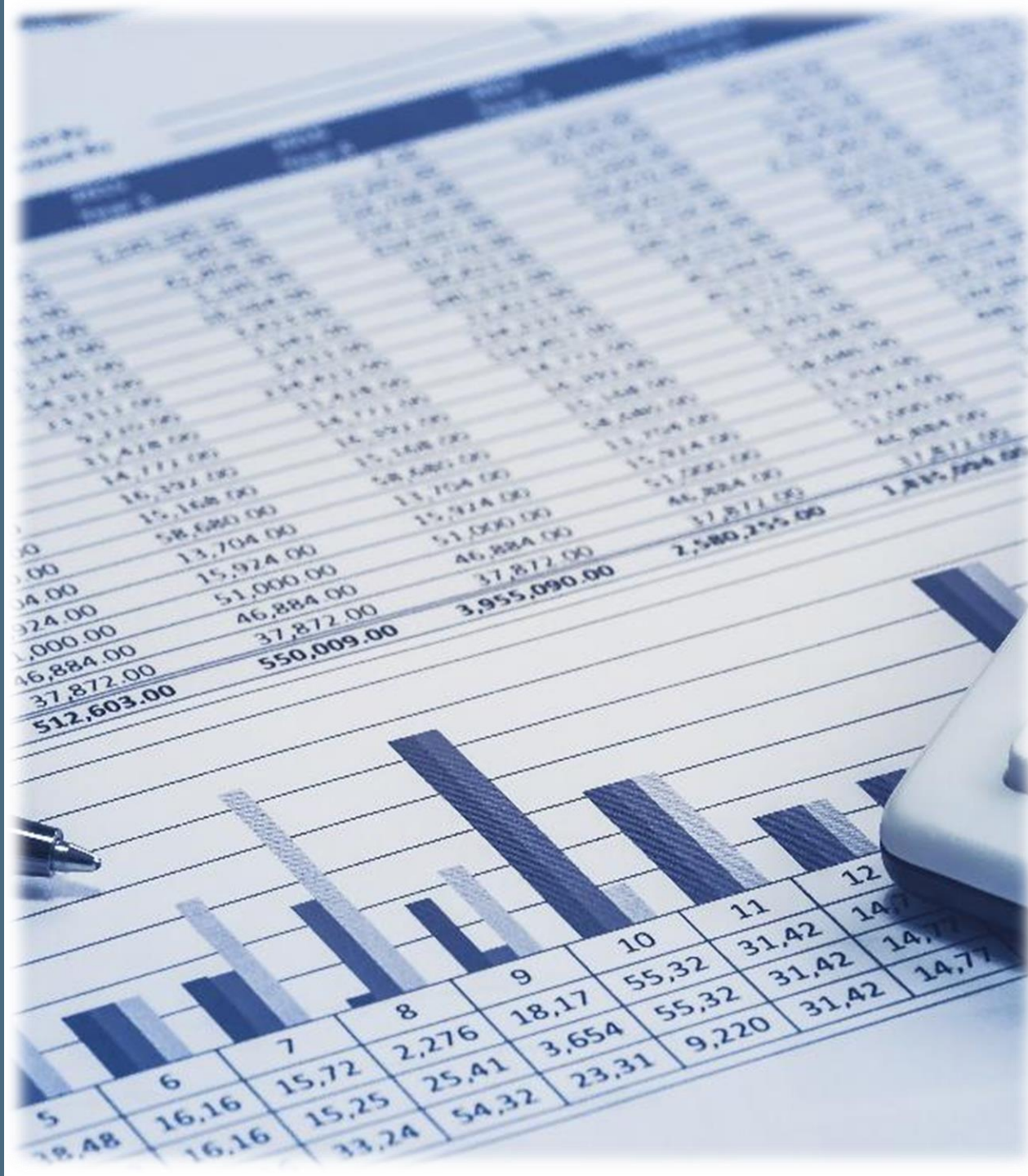
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# BUDGET PROCESS

- Budget instructions can be found by clicking on the **CMS Support** button on the sign-in page of CMS or going to the BHSB website under For Providers > Forms for Providers > Budget Forms.
- Budget is entered into CMS: <https://bhsb.onlinereporting.org/>.
- Budget must be entered into CMS within 2 weeks (10 business days) of receiving the Letter of Award (LOA).
- Depending on the instructions, funding, contract type, or Statement of Work, additional documentation may be required to be uploaded when submitting the budget.
- Budget is reviewed and approved by the assigned Program Lead and Grants Accountant Lead with a final approval given by Director, Grants Accounting.
- If the budget entered is incorrect, the budget will be returned with notes via CMS for corrections and resubmission within 4 business days.
- Once the budget receives final approval, the assigned Contract Administrator Lead will issue a contract for signature via Adobe E-signature to the designated signatory.
- All parties will receive an electronic copy of the fully executed contract via email.
- Budget modification is a process by which changes are made to the budget, but not to the award amount. A Budget modification can be requested and entered into CMS for review and approval anytime during the contract period after a fully executed contract is received, but no later than **March 15th\*** for contracts ending June 30.
  1. Before submission of the budget modification, reach out to the Program Lead (identified on the LOA) to discuss the proposed changes.
  2. Reach out to the Grants Accountant Lead (identified on the LOA) for modification instructions and documentation.
- A reminder notification is sent out approximately three weeks prior to the March deadline by the Grants Accounting team.
- Once the budget modification receives final approval, the assigned Contract Administrator Lead will issue a contract amendment for signature via Adobe E-signature to the designated signatory.

*\*may be earlier for some grants i.e. HIDTA.*



# FISCAL REPORTING IN CMS

- Fiscal reports are used by BHSB to monitor fiscal compliance with the approved budget, track year-to-date spending and variances, and facilitate oversight.
- Follow fiscal reporting schedule in CMS for frequency and due dates for your contract.

EXAMPLE\*: Fiscal Reporting 10/15/2024  
(Due Dates) 01/15/2025  
04/15/2025  
07/30/2025

*\* This could vary based upon the funding source. Thus grants/contracts for HIDTA, Expanded School Behavioral Health (ESBH), Early Childhood Mental Health (ECMH), Head Start, and U-Choose may have an earlier date than the 15<sup>th</sup>.*

- Fiscal reports are entered into CMS and need to reflect actual incurred expenditures for the period being reported.
- Fiscal reports may require additional documents to be uploaded depending on the contract type and funding requirements.
- Fiscal reports must be submitted for each period of the contract even if there were no expenditures incurred in which case fiscal reports need to be completed and submitted with zero amounts and a comment added as to the reason for no expenditures reported.
- Fiscal report's report dates can not be outside of the contract term, be duplicated, or overlap.
- Incorrect or incomplete fiscal reports will be sent back to the sub-vendor for correction and resubmission.
- All required fiscal reports and fiscal documents need to be submitted correctly and timely to avoid a fiscal non-compliance status.

<b>Sub-Vendor:</b> Bright Horizons, Inc.	<b>Contract #:</b> 2024-MH555-16-BH	<b>Financial</b>
<b>Address:</b> 123 Somewhere Street , MD 21299	<b>Contract ID:</b> 4599	<b>Report</b>
<b>Contact Person:</b> Jane Smith	<b>Contract Type:</b> Advance Basis Cost Reimbursement	<b>Date</b>
<b>Email:</b> jsmith@brighthorizonsinc.org	<b>Contract Period:</b> 07/01/2023 - 06/30/2024	<b>Report</b>
<b>Phone:</b> 410-123-4567	<b>Funder:</b> Behavioral Health Administration	<b>Appro</b>
	<b>Services:</b> Healthy Start	

BHS Baltimore					
	Budget	Reported \$	Approved \$	YTD Prior	Total
<b>Personnel</b>	\$20,000.00	\$4,862.00	\$4,862.00	\$0.00	4,862.00
Mental Health Clinician - #3005 - Joseph Carr - LCSW-C (\$4,862.00 x 1.0000)	20,000.00	4,862.00	4,862.00	0.00	4,862.00
<b>Fringe Benefits</b>	\$4,893.00	\$1,223.25	\$1,223.25	\$0.00	1,223.25
Fringe Cost (\$1,223.25 x 1.0000)	4,893.00	1,223.25	1,223.25	0.00	1,223.25
<b>Consultants</b>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Operations</b>	657.00	\$164.75	\$164.75	\$0.00	\$164.75
Transportation/Travel (Staff) (\$164.75 x 1.0000)	657.00	164.75	164.75	0.00	164.75
<b>Indirect</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fee Collections</b>	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	\$26,550.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00

Other Funding					
	Budget	Reported \$	Approved \$	YTD Prior	Total
<b>Personnel</b>	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Mental Health Clinician - #3005 - Joseph Carr - LCSW-C (\$0.00 x 0.0000)	0.00	0.00	N/A	0.00	0.00
<b>Fringe Benefits</b>	\$0.00	\$0.00	N/A	\$0.00	\$0.00
Fringe Cost (\$0.00 x 0.0000)	0.00	0.00	N/A	0.00	0.00
<b>Consultants</b>	\$0.00	\$0.00	N/A	\$0.00	\$0.00
<b>Equipment</b>	\$0.00	\$0.00	N/A	\$0.00	\$0.00



# FINAL FISCAL REPORTING AND RECONCILIATION

- Behavioral Health System Baltimore (BHSB) is responsible for reconciling all grants administered by this organization during each fiscal year with budgetary period ending on or before June 30th.
- Reconciliation is a fiscal resolution of the grant/contract's expenditures and incomes and determination of net balances and disposition of those balances, subject to final audit determination.
- Sub-recipients of BHSB, in addition to the final interim report submitted in CMS, must also submit an Annual Report Form (BHSB 440) and report all fiscal year income, inclusive of any interest, expenditures and performance measures related to human services agreements no later than 30 days after the end of the contract term or the BHSB fiscal year whichever is earliest. The forms also include an Equipment page to list details of equipment purchased and an Explanation page for variances.
- Forms and instructions for completion and submission of the Annual Report 440 can be found on BHSB website under For Providers > Forms for Providers > Budget Forms.
- An email requesting the report after the year's end is sent to sub-vendors the first week of July.
- At the end of the reconciliation process, each sub-vendor receives a 440-reconciliation letter informing them of the results.

## BEHAVIORAL HEALTH SYSTEM BALTIMORE HUMAN SERVICES CONTRACTS ANNUAL REPORT (BHSB 440)

AWARD NO. \_\_\_\_\_

STATE FISCAL YEAR \_\_\_\_\_

REPORTING PERIOD \_\_\_\_\_

TOTAL AWARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### SECTION III.

#### SUMMARY OF EXPENDITURES

	FINAL APPROVED TOTAL PROGRAM BUDGET	ACTUAL EXPENDITURES THROUGH	VARIANCE UNDER (OVER)	SOURCE OF FUNDS
			-	BHSB
			-	OTHER STATE
			-	LOCAL GOVT.
			-	DIRECT FEDERAL
			-	FUND RAISING
			-	UNITED CHARITIES
			-	INTEREST
			-	CARRYOVER
			-	FOOD STAMPS
			-	CONTINGENCY FUND
			-	CLIENT FEES
STAFF			-	PRIVATE PAY

# PAYMENTS

- Payments are processed net 30 after all documentation has been submitted correctly.
- BHSB generates checks on the 1st and 15th of every month. If the 1st and 15th are on a holiday or weekend, generation of checks will be on the next business day.
- BHSB offers direct deposit/ACH for ease of receiving funds. Funding for direct deposit/ACH vendors is deposited within 72 hours of BHSB check generation. ACH form is sent out to Sub-Vendors with the Letter of Award (LOA) for completion and return.
- For **Consultants**, a fiscal report with a detailed invoice uploaded with the fiscal report will be required to process for payment.
- For **Fee-For-Service** and **Actual Expenditures Cost Reimbursement** contracts, a fiscal report with supporting documentation, as applicable, will be required to process payments.
- For **Advance Basis Cost Reimbursement** contracts, BHSB will advance payments monthly at the beginning of each month within the contract term and will require quarterly fiscal reporting. Payments after the first quarter will be deferred if fiscal reporting is not received when due. In addition, subsequent quarterly payments will be reduced if warranted by an analysis of the expenses reported and advances already paid. **All** payments are subject to BHSB cash management practices and funding will be advanced only upon availability of funds from the funder. Advance payments will be generated by BHSB after a contract has been fully executed, or in cases when the award is issued with significant delays past July, after the two conditions are met:
  1. LOA to sub-vendor has been issued and
  2. a complete and accurate budget application from the sub-vendor has been received in CMS.





# FINANCIAL AUDITS

- Sub-vendors who receive Advance Base Cost Reimbursement contracts \$750,000 or more in federal funds must submit a Uniform Requirements audit (aka Single Audit).
- The financial audit is due 9 months (March 30) after the end of the fiscal year in which the contract was issued and must be supported by a Management letter from a certified Accounting firm or CPA.
- Sub-vendors with contracts up to \$100,000 in the aggregate shall be required to obtain and submit an annual audit upon request by BHSB within a reasonable amount of time and shall submit report forms required by the MDH Manual.
- Sub-vendors are also required to submit an audit relative to the end of the year 440 .
- Furthermore, such sub-vendors (a) may be requested by BHSB to submit within a reasonable amount of time their current Form 990 (for non-profit sub-vendors) or current Corporate Tax Return (for profit sub-vendors); and (b) if such audits are obtained, sub-vendors are required to submit their audits to BHSB upon completion of the audits.
- Payments for services may be withheld in BHSB's sole discretion if required audit reports, Form 990, or Corporate Tax Returns are not submitted in a timely manner.



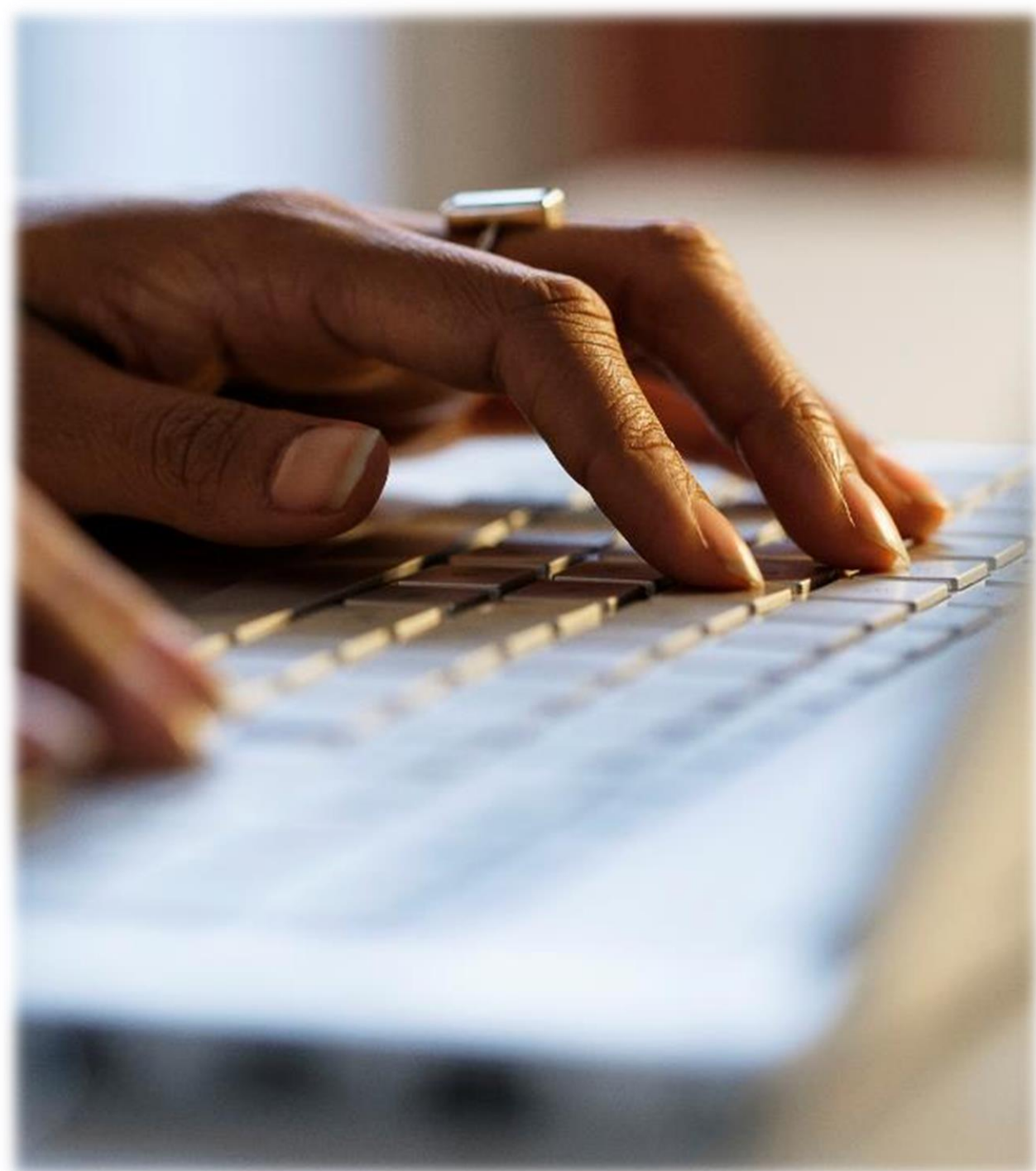
# BHSB CONTRACTING PROCESS

## Program Lead



# PROGRAM REPORTING IN CMS (MONTHLY/QUARTERLY)

- The Program Lead is responsible for the programmatic development, management, and oversight of the contract
- Program Leads review sub-vendor budgets for compliance with staffing pattern, scope of work, and funding agreement and provides programmatic approval of budgets.
- Reviews and approves selected invoices in accordance with Attachment A of the contract.
- Program Leads considers the funder's requirements, scopes of service, and relevant regulations to determine what service delivery items should be contractually required.
- Deliverables are service delivery items that are contractually required of a sub-vendor or consultant
- Deliverables are essential for BHSB to measure and/or track contract compliance and to ensure that performance and goals are being met.
- The sub-vendor or consultant is required to submit programmatic reports in CMS to track the progress of those required deliverables.
- BHSB develops **standard deliverables** each contract year that may apply to many, but not all contracts.





# PROGRAM REPORTING CONT.

- Sub-vendors should thoroughly review the scope of work and deliverables as soon as the documentation is provided by BHSB .
- Program report due dates are listed in CMS. Sub-vendors should review reports prior to the first reporting period due date and consult the Program Lead with any questions.
- Program reports should be completed and submitted in CMS by the due date. Sub-vendors should ensure all questions are answered completely and accurately and, if applicable, upload required documents to CMS to submit along with your report.
- Contact Program Lead in advance of reporting deadlines to discuss any questions and concerns related to the program report or general expectations of contract performance.
- Program Leads can provide technical assistance as needed.




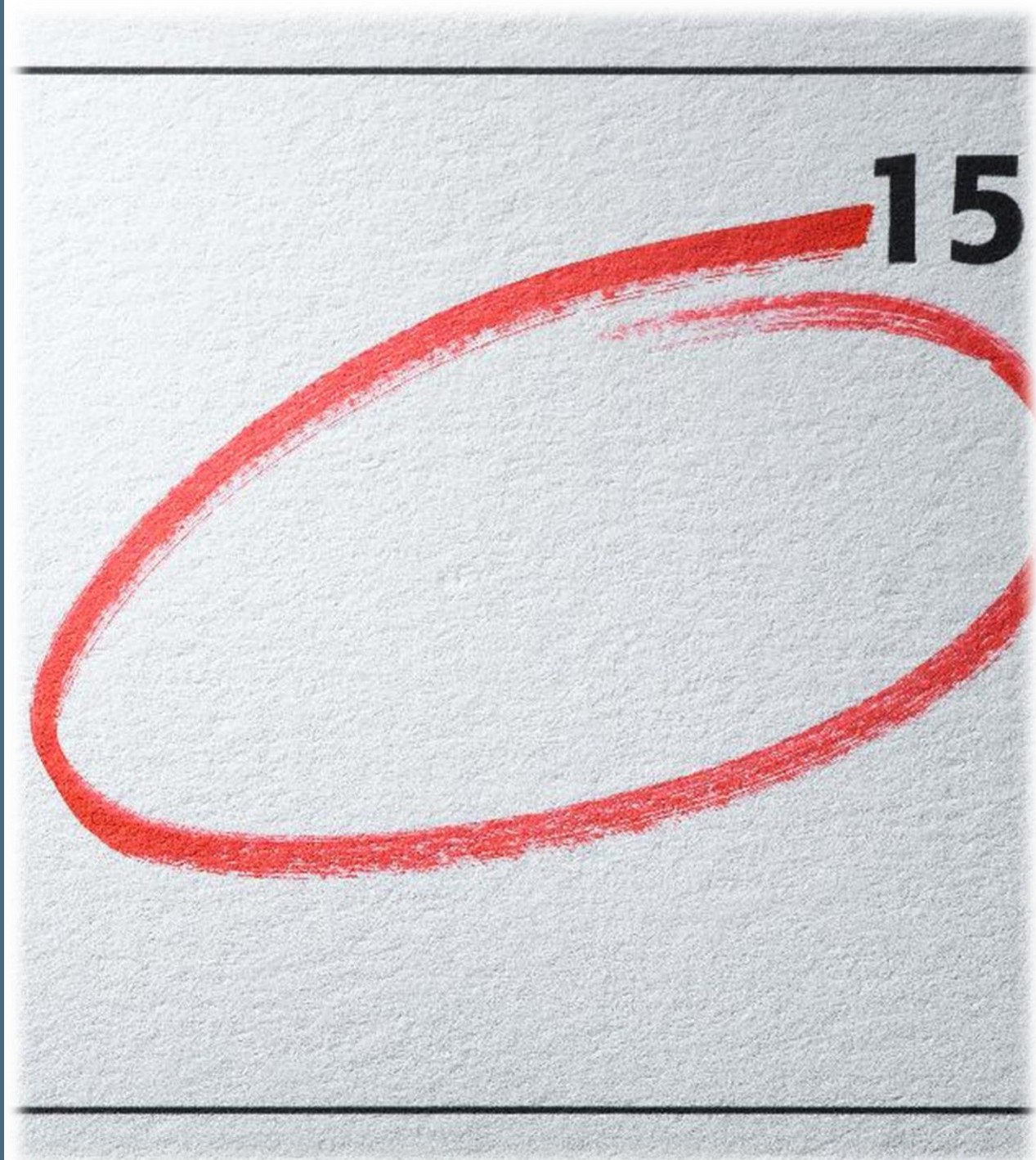
# PROGRAM REPORTING IN CMS QUARTERLY SCHEDULE

## Reporting Schedule

- Q1: October 15<sup>th</sup>
- Q2: January 15<sup>th</sup>
- Q3: April 15<sup>th</sup>
- Q4: July 15<sup>th</sup>

\*Some Sub-Vendors are required to report monthly.

Access CMS support by clicking on the  button located on the top-right corner of each page in the [CMS application](#). It can also be found on the sign-in page of the [application](#).





**BHSB  
CONTRACTING  
PROCESS**

**Quality  
Coordinator  
Lead**



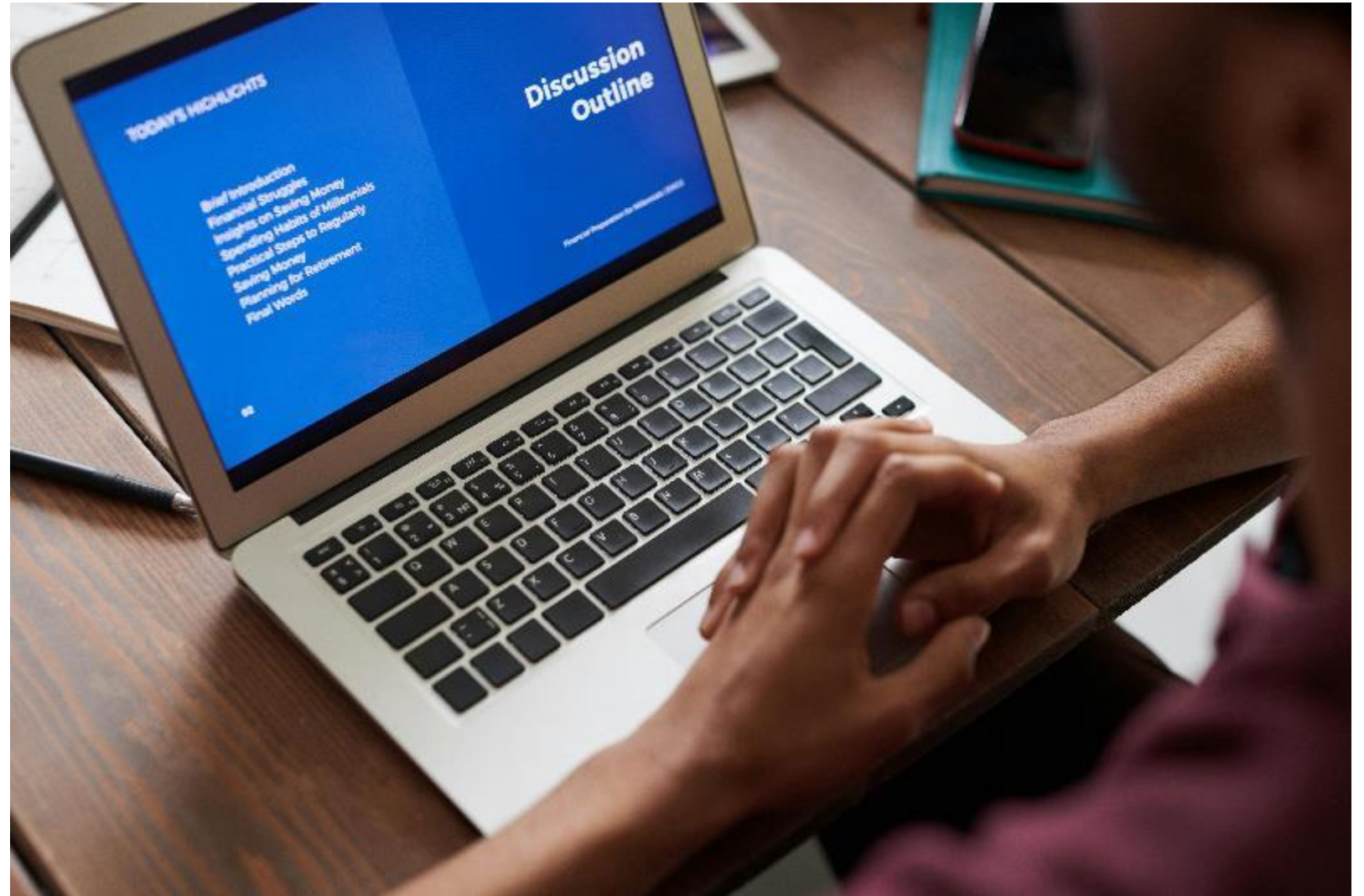
# AUDITING PRACTICES

- A BHSB Quality Coordinator Lead will contact the sub-vendor to schedule an audit after the end of the fiscal year (retrospective audit)
- The Quality Coordinator Lead is responsible for conducting retrospective Accountability Compliance Audits (ACAs) to review if service delivery met contractual requirements and relevant federal, state, and local regulations
- The BHSB Accounting Monitor will contact the sub-vendor to schedule a virtual financial audit review if applicable (all contracted sub-vendors are required to submit an annual financial audit per contract terms)
- The Accounting Monitor assess compliance with financial regulations and controls by executing audit program steps
- Applicable contracts will require, in addition to any single audit requirement, an annual MDH reconciliation of reported expenditures known as a 440 Report
- Audits will review Attachment A requirements (policies, staffing patterns, licenses, deliverables, etc.)
- All audits (unless otherwise noted) will be virtual
- Audits will result in a determination of COMPLIANT or NON-COMPLIANT
- Non-compliance can require additional technical assistance and/or a Performance Improvement Plan (PIP)



## BHSB CONTRACTING PROCESS

# Contract Management System





# CMS USERS

The Contract Management System (CMS) is BHSB's online application for submitting budgets, fiscal, and programmatic reports.

## Administrator User

- access to view and submit fiscal and programmatic reports related to the specific contract
- can assign other staff members access to CMS functions throughout the contract term

## Fiscal Report User

- access to view and submit budgets and fiscal reports related to the specific contract

## Program Report User

- access to view and submit programmatic reports related to the specific contract

# QUESTIONS & OPEN DISCUSSION



# CONTACT US



**Behavioral Health System**  
Baltimore

*Envisioning a city where people live  
and thrive in communities that  
promote and support behavioral health*

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