



HHS CIRCULAR C-005

Health and Human Services Enterprise Contract Standard Definitions

Purpose

To establish enterprise-wide contract standard definitions for use in supporting a common understanding of frequently used terms in connection with the contract management lifecycle and contracts entered into by health and human services agencies.

Directive

In this capacity, the contract standard definitions will:

- serve as a foundation for common language useful in communicating basic contract terms and concepts between and among the Health and Human Services Commission, the health and human services agencies and external stakeholders;
- provide consistent language for future definitions, policies and related directives from the Executive Commissioner and the Contract Council; and
- undergo periodic review and revision to update and incorporate changes, which may include but not be limited to statute and rules.

Background

The Contract Council is responsible for adopting and maintaining standard contracting definitions for use by all health and human services agencies. Approved standard contracting terms and definitions are listed as a link on the Health and Human Services System Contracting Support web site, <http://hhscx.hhsc.state.tx.us/ContractingSupport/index.html>.

Summary

The primary benefit of using standard contracting terminology is to improve overall enterprise-wide contracting related efforts and communication through use of common and agreed upon terms and respective definitions. As future policy and procedures are developed and implemented, use of these agreed upon terms will help foster a consistent approach in the contract management lifecycle. These definitions only represent commonly occurring terms across HHS contracts and are not inclusive of all HHS agencies contract definitions.



Inquiries

Inquiries concerning the content of this circular should be directed to the HHS agency contract oversight and support directors or the HHSC Deputy Executive Commissioner for System Support Services.