



HHS CIRCULAR C-016

Enterprise Contract and Procurement Services (ECPS) Procurement Manual and HHS Agency Procurement Policy Guidelines

Purpose

To adopt policies, procedures, and guidelines that ensure HHS enterprise-wide compliance with state and federal procurement and contracting requirements and with HHS business processes for purchasing and contracting.

Directive

- ECPS is to use the *ECPS Procurement Manual* to conduct business.
- Unless otherwise provided in a memorandum of understanding between ECPS and an HHS agency, an HHS agency is to abide by the requirements in the *ECPS Procurement Manual* to the extent that interface between ECPS and the HHS agency requires it.
- Each HHS agency is to create rules, policies, and procedures that carry out its delegated procurement and contracting authority. Those rules, policies, and procedures must comply with the *HHS Agency Procurement Policy Guidelines*.

Background

The July 2004 *HHSC Procurement Optimization Plan* states that for consolidation to be successful, the HHS system must develop uniform procurement policies that document federal and state requirements and document new HHS business processes for purchasing.

In December 2004, the *Health and Human Services Commission Client Service Purchasing Transition Plan* reported that ECPS should “develop and administer formal purchasing policies and standards that HHS departments would use for developing policies and operating procedures.” It further stated that the Procurement Council should “establish compliance standards for what will be evaluated during compliance reviews.”

HHS Circular C-014 authorizes ECPS to “develop enterprise-wide policies and procedures for consolidated service delivery to the health and human services agencies.”



In August, the Contract Council approved the submission of the Procurement Manual and Guidelines to the Executive Commissioner for approval.

Summary

ECPS and HHS agencies have delegated authority for certain types of procurement and contracting and must abide by uniform HHS administrative requirements. ECPS will abide by the requirements in the *ECPS Procurement Manual*. To the extent that an HHS agency interfaces with ECPS, it is to follow requirements in the *ECPS Procurement Manual*. HHS agencies are to develop rules, policies, and procedures in compliance with the *HHS Agency Procurement Policy Guidelines*.

Inquiries

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