

OFM Training

CLIENT SERVICE CONTRACTS OVERVIEW

Class Description: This seven-hour class is designed to give participants a detailed overview of the client service contracting process using discussion and group exercises. Topics include in depth discussion of contract management, contractor selection, risk assessment, risk management, and contract monitoring. This class meets the mandatory contracts training requirement for state agency staff who manage or sign client service contracts. (RCW 39.29) However, the authority to sign contracts is given by your agency, not by this class.

Target Group: Agency personnel who manage or sign client service contracts.

Class Objectives: Upon completion of this class, participants should be able to:

- Understand effective contract management
- Identify client service contracts and distinguish them from other types of contracts
- Understand the OFM Statewide Administrative and Account Manual policies relating to client service contracts.
- Understand contract risk assessment and risk management
- Reference the ethics law and understand how it relates to contracting