

MEMORANDUM

October 27, 2009

TO: Health and Human Services Committee  
Management and Fiscal Policy Committee

FROM: Linda McMillan, Senior Legislative Analyst 

SUBJECT: **Public Forum with Office of Procurement, Department of Health and Human Services, and Inspector General regarding Contract Monitoring and Recent Changes in Invoicing Requirements for DHHS Vendors**

This forum has been convened to provide information on county contract requirements and recent changes in the back-up documentation the Department of Health and Human Services is requiring with invoices and to discuss with the Inspector General general accounting standards that are used both by the county and his office in monitoring or auditing a contract. Some non-profit vendors have raised concerns and asked questions about the invoicing changes which were implemented this past July as well as concerns about the standards used by the Inspector General when his office undertakes an audit.

The forum will begin with three presentations: Ms. Pam Jones, Director of the Office of Procurement, will provide an overview of general terms and conditions that are required in all county contracts (competitive and non-competitive and with non-profit and for-profit vendors) including audit requirements; Ms. Uma Ahluwalia, Director of the Department of Health and Human Services, and Ms. Sherry White, Chief Operating Officer for the Department of Health and Human Services, will provide an overview of the changes in invoicing and contract monitoring that were put in place this past July and the ongoing process to refine these requirements; and Mr. Tom Dagley, Inspector General for Montgomery County, will provide an overview of the role and mission of his office as well as the standards that are employed by the office in conducting an audit.

Following the presentations and questions from the Committees' members, there will be an opportunity for those in the audience to comment or ask questions.

A press release from the Committees' chairs regarding this forum can be found on the back of this page. Additional written material will be provided at the forum.



**Montgomery Council Committees to Hold Forum on Invoicing Change Requirements**

- Advisory ID: 09-135
- Advisory Date: 10/26/2009
- Contact: Neil H. Greenberger 240-777-7939 or Jean Arthur 240-777-7934
- From:

**Montgomery Council Committees to Hold Forum on Invoicing Change Requirements**

On Thursday, Oct. 29, Local Nonprofit Organizations Can Learn,  
Ask Questions About Changes for Required Documents

ROCKVILLE, Md., October 26, 2009—The Montgomery County Council's Health and Human Services (HHS) Committee and the Management and Fiscal Policy Committee (MFP) will meet jointly on Thursday, Oct. 29, to hold a public hearing on recent changes by the County's Department of Health and Human Services regarding documentation requirements that vendors must meet for reimbursement of services and expenditures.

The Health and Human Services Committee, which is chaired by George Leventhal and includes Councilmembers Nancy Navarro and Duchy Trachtenberg, and the Management and Fiscal Policy Committee, which is chaired by Councilmember Trachtenberg and includes Councilmembers Navarro and Valerie Ervin, will meet at 7:30 p.m. in the Third Floor Hearing Room of the Council Office Building at 100 Maryland Ave. in Rockville.

The forum will include presentations from the County's Office of Procurement, the Department of Health and Human Services and the Office of the Inspector General. Those in attendance will be able to speak and ask questions on the procedures in general, but not in regard to a specific organization or situation. No advance signup is required to speak.

In July, the County's Department of Health and Human Services changed some of its requirements for supporting documentation that must be submitted by vendors (including nonprofit organizations) to the department for reimbursement. The new requirements, in general, ask for additional, and more specific, documentation than was previously required as a part of an invoice. Vendors have always been required to have full supporting documentation on site, but it has not been consistently required as a part of an invoice.

The forum was set up to provide an overview of the County's general terms and conditions for all contracts, further explain the new procedures, to hear questions and concerns from nonprofit groups and discuss ways the process might be improved.

"We are trying to make sure that everyone involved in providing services to our residents is accountable, but we also want to make sure our process is fair and reasonable for our service providers," said Councilmember Leventhal.

The presentations from the Office of Procurement and the Department of Health and Human Services will provide guidelines on the County's general contracting requirements and the changes in the invoicing requirements. The presentation by the County's Inspector General's office will explain that office's overall role and the general accounting standards used by the Inspector General in conducting an audit.

"We want to make sure we have procedures in place that work for the County and for the nonprofit agencies that are our partners in providing services to people who need them," said Councilmember Trachtenberg. "We hope the forum provides an opportunity to make things clearer to the nonprofits, while also presenting an opportunity for their input on how to make this important process better for everyone."

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