Contractor Assurances

1. Signatory Authority
   means any officer or representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement.
   • A signatory authority is in addition to the chair signing contracts.
   • Typically assigned to agency administrator/director.
   • Enhances timeliness and convenience for contract execution; particularly for reoccurring contracts.
   • Delegate signatory authority in writing.
   • Assure that the party signing the contract on behalf of the board does indeed have signatory authority.
   • Assign signatory authority when previous signatory resigns/leaves.
   • If applicable, assign signatory authority limitations.

2. Monitoring Compliance with Contract terms
   • At a minimum, annually review contracts held with IDPH.
   • At a minimum, annually review contracts the board has executed with other providers.
   • At a minimum, annually review contracts the board has supported with other providers.
   • Review the conditions the contractor must assure to be in compliance with the contract.
   • Written minutes should reflect the board’s review of contracts as well as any discussion concerning the contract.
   • Routinely receive updates regarding execution of contract services, deliverables, and accounting of funds.
   • Ask questions
   • Fiscal Reviews
   • Compliance Reviews (Site Visits/Desk Reviews)
   • Review of submitted contract documents and reports
   • Correspondence
Responsibility & Accountability

- All contracts should be reviewed and authorized by the governing body.
- Written minutes should reflect the board’s decision to approve or deny the contract.
- Always have legal authority review and comment on the contract.
- Review termination clause.
- Do not assume the contract is the “same as last year”
- Understand what constitutes the contract including documents, reports, deliverables.
- Understand the potential to repay contract funds if the contract is not executed as outlined including submission of contract documents/reports/deliverables.

For more information:
View the Iowa Public Health Leadership Academy Year 3– Session 1 Presentation "Contracts"
https://iowaphla.com/home/curriculum/year-3-session-1/