Contracting

With the ultimate goal of contracting with health care entities fueling your network development, it is important to think through those contracting related processes at the outset. This worksheet will help your CBO network’s leadership develop a set of questions it should use to evaluate each contract. Helpful resources include the Aging and Disability Business Institute’s [Contracting Toolkit](https://www.aginganddisabilitybusinessinstitute.org/adbi-resource/contracting-toolkit/).

**Questions to Consider:**

* How does your network evaluate proposed contracts with health care partners?
* Does your network have the technical and legal expertise to evaluate, understand and manage the differences between health care contracting with the private sector and traditional CBO contracts in which it is a) receiving governmental or other grants or b) acting as the contractor with downstream service providers?
* How does your network incorporate operational staff, including legal and finance staff, into the review and execution of its contracts?
* How will the contract impact your network’s work plan and workflows?
* Has your network’s leadership discussed workflows with its contracting partners?
* Does your network have its insurance provider(s) review contracts with potential health care partners to evaluate what impact the contract might have on your insurance needs?
* How is your network assessing the costs and benefits of potential contracts for both your network and its members?
* Does your network have a mechanism in place to identify contract requirements and to develop processes to a) ensure consistent execution; b) incorporate quality improvement efforts; c) track appropriate data and monitor key performance indicators related to the contract requirements; and d) perform periodic audits?

**Questions to Think Through**

* Considering your responses to the questions on this worksheet, what are the two biggest challenges facing your network?
* What are the two steps your network needs to take immediately (within the next three months) to address its challenges?
* What are two steps your network needs to take over the next six to 12 months to move forward in its development?