

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



3

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/>

