
INTRODUCTION

A contract number is the identifying number and should be used for all amendments, correspondence, approvals, and any other documentation regarding that contract.

Contract numbers are automatically generated for contracts administered in MAIN and CTS (contract tracking system).

For direct human service contracts only, contract numbers are used to recognize the program, year, and county, and to distinguish one contract from another, as described below.

Contract Administrator (CA)

The CA assigns the contract number to the contract request before it is forwarded to the Bureau of Purchasing. Each contract number is to be composed of the following:

Contract Series

The contract series is based on the type of service being provided. Examples follow: Family Preservation (FP), Guardianship (GUARD), Families First (FF).

Year Code

The two digit number that identifies the fiscal year in which services are to begin.

County Code

The next two digits are the county number assigned to the county where the services are provided. If services are provided in multiple counties, the CA will select the county code. Statewide contracts use 99 to indicate statewide services.

Number Code

Begin with 001 for each contract type. For example, a county with three FP contracts would number its contracts as follows:

- FP17-XX001
- FP17-XX002
- FP17-XX003

Note: XX identifies the position for the County Code or 99 for statewide contracts.

New Contract Series

Submit requests for new contract series to MDHHS-OCP@michigan.gov with the following information:

- Type of service
- Program area
- Contact name