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**INTRODUCTION**

County Human Services Boards must have the opportunity to review all proposed direct human services contracts for services provided within the county. MCL 400.45 (Act 280 of 1939)

**COUNTY BOARD  
MEMO**

County Human Services Boards have 30 days from the date on the County Board Memo to review and comment upon a proposed contract.

**MULTI-COUNTY  
CONTRACTS**

Multi-county contracts shall be submitted to the County Human Services Board in the county in which the contractor's primary service office is located.

**COUNTY BOARD  
PROCESS*****BOP Contract Analyst***

1. Prepare the County Board Memo upon receipt of an agreement request form and forward it, along with a copy of the contract, to the local office contract liaison for submission to the County Human Services Board.
2. Update the Contract Tracking and Payments system.

***Local Office Contract Liaison***

3. Submit completed County Board Memo to the MDHHS local county director and the County Human Services Board.

***County Human Services Board***

4. Review documentation.
5. Forward signed County Board Memo to the Bureau of Purchasing (BOP) by the due date.

***BOP***

6. File County Board Memo