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**APPROVAL  
PROCESS FOR  
RATE  
ADJUSTMENTS**

Any adjustment to a unit rate in a direct human services contract must be approved by MDHHS. To begin the approval process, the contract administrator (CA) must submit the CM-0003, Rate Adjustment Request, to the Bureau of Purchasing (BOP) for completion of the following:

- BOP analyst reviews request.
- BOP analyst forwards to BOP manager for review.
- BOP manager forwards to Office of Contracts and Purchasing (OCP) director for approval.
- If approved, the OCP director forwards to the appropriate business service center or program administration director for approval.
- If approved, the appropriate business service center or program administration director forwards to the appropriate deputy director.
- The deputy director sends the final approved CM-0003 to the CA.
- The CA submits the approved CM-0003 and an amendment request to the OCP mailbox.

**Note:** If denied, the CM-0003 will be sent back to the requestor with the reason for the denial.