Frank D. Lanterman
REGIONAL CENTER

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| **TITLE:** | Policy for Approval of Contracts |
| **DOCUMENT:** | Policy |
| **DATE REVISED:** | Approved by the Board of Directors on June 22, 2011 |
| | Revised and approved by the Board of Directors on March 26, 2025 |

**General**

The purpose of the Contract Policy ("Policy") is to establish guidelines for the approval of contracts in the amount of two hundred fifty thousand dollars ($250,000) or more by the Lanterman Regional Center Board of Directors ("Board") in accordance with Welfare and Institutions Code ("Welf. & Inst. Code"), Section 4625.5 and FDLRC's contract with the Department of Developmental Services ("DDS"), at Article II, Section 3. "Contracting Policy."

**Responsibility**

All contractual agreements which would bind Lanterman Regional Center must reflect sound business practices, prudent fiduciary decision-making and attention to proper legal requirements. All FDLRC employees must ensure that they comply with this Contract Policy.

**Policy**

A. The Board shall review and approve all Lanterman Regional Center contracts with a fixed amount of two hundred fifty thousand dollars ($250,000) or more, before entering into the contract.

B. A contract with a fixed amount of two hundred fifty thousand dollars ($250,000) or more shall not be a valid contract unless approved by the Board.

C. For purposes of this Policy, contracts shall not include the following:

    1. Contracts where the *potential* amount to be paid by Lanterman Regional Center to a vendor/contractor using Purchase of Service funds is two hundred fifty thousand dollars ($250,000) or more.

    2. Individual Program Plans ("IPP"), or any other contract developed as a result of a

consumer's IPP, including, but not limited to Purchase of Service Authorizations.

3. Vendor approval letters issued by Lanterman Regional Center pursuant to Title 17, section 54322, of the California Code of Regulations. (See Welf. & Inst. Code § 4625.5(c)).

D. Regarding a contract in the amount two hundred fifty thousand dollars ($250,000) or more that the Lanterman Regional Center Board has reviewed and approved, if there is an amendment to that contract which on its own (i.e., separate and apart from the underlying contract) amounts to less than two hundred fifty thousand dollars ($250,000), and the review and approval of the amendment is of an urgent nature and calls for immediate action or commitment prior to the next regularly-scheduled Board meeting, the amendment may be reviewed and approved the Executive Committee of the Board; if, however, the amendment to that contract on its own amounts to two hundred fifty thousand dollars ($250,000) or more, the amendment would require the review and approval of the full Board.