



DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)  
**After-the-Fact Contract Justification**

REQUESTOR NAME
DATE OF REQUEST
PROGRAM / CONTRACT MANAGER
REGION <b>Choose an item.</b>

CONTRACT PERIOD	CONTRACTOR NAME
CONTRACT NUMBER (IF APPLICABLE)	CASE NUMBER (IF CHILD SPECIFIC)

**Instructions:**

DCYF Administrative Policy 13.10, Central Contract and Legal Services, requires local procedures to prevent after-the-fact contracts and amendments. DCYF requires program / contract managers to submit the After-the Fact Contract Justification form.

**Step 1** Complete the top portion of this form.

**Step 2** Provide the information in 1 through 7.

**Step 3** Obtain appropriate signatures in 8.

**Step 4** Submit completed and signed form to DCYF Headquarters Contracts Unit using the DCYF Contract Request in-box (email) for processing.

**ALL fields are to be completed**

1. CONTRACT TYPE AND SERVICE DESCRIPTION

2. CONTRACT / AMENDMENT SUMMARY (PROVIDE A BRIEF SUMMARY OF THE CONTRACT PURPOSE)

3. REASON FOR AFTER-THE-FACT CONTRACT / AMENDMENT REQUEST (CHECK ALL THAT APPLY)

Contract Process       DCYF Process       Budget Process  
 Contractor Negotiations       Program or Contract Manager Negotiations  
 Other (please explain):

4. DETAILED EXPLANATION FOR THE REASON(S) FOR THE REQUEST IN ITEM 3 ABOVE.

5. ARE THE SERVICES CURRENT BEING PROVIDED? <b>Choose an item.</b>	6. HAVE ANY PAYMENTS BEEN MADE TO THE CONTRACTOR FOR THESE SERVICES? <b>Choose an item.</b>
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7. DESCRIBE YOUR PREVENTION PLAN ON HOW YOU WILL AVOID FUTURE REQUESTS FOR AFTER-THE-FACT JUSTIFICATION FOR CONTRACTS OR CONTRACT AMENDMENTS.

**8. Signatures: DCYF Regional Administrator or Designee for Regional Contracts**

DCYF REGIONAL ADMINISTRATOR OR DESIGNEE FOR REGIONAL CONTRACTS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Upon approval, submit this form to DCYF Headquarters Contracts Unit for further processing.**

DCYF CONTRACTS UNIT SUPERVISOR

Approved       Denied      Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

**COPIES TO: CONTRACT FILE; HQ CONTRACTS UNIT; PROGRAM / CONTRACT MANAGER**