



DELAWARE HEALTH AND SOCIAL SERVICES

DHSS Policy Memorandum #70

Effective: April 11, 2024

Inclusion Standards for DHSS Contracts

I. PURPOSE:

The Department of Health and Social Services (DHSS) provides uniform standards for DHSS contracts and the incorporation of inclusive practices for all DHSS contracts.

II. SCOPE:

This policy applies to all permanent full-time, permanent part-time, contractual, temporary, limited term, intern, volunteer, casual, and/or seasonal employees of DHSS. This policy also applies to all contracts originating within DHSS.

III. POLICY:

It is the policy of DHSS to recognize the importance of inclusion of diverse populations not only within our agency, but also within the larger systems that constitute our programs and services. Delaware law prohibits discrimination based upon “diverse populations” which includes, but is not limited to gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, gender identity, and veteran status. Uniform standards for the incorporation of inclusive practices must be included in all DHSS contracts. DHSS and its Divisions will include a section in all contracts which describes how the service will reach, be accessible to, and be inclusive of diverse populations.

The Office of the Secretary (OSEC) Administration retains responsibility for providing DHSS Divisions with guidelines and directives related to contracts. To ensure effective oversight of and compliance with contracts, OSEC Administration is also responsible for maintaining DHSS contract files in the Bonfire system.

DHSS Divisions will work closely with OSEC Administration and comply with the following standards to ensure compliance for all DHSS contracts with vendors:

- Maintaining Division contract files which meet federal, state and Department audit standards.
- Including this policy as required within all DHSS contracts.
- Signing related documents in accordance with delegation agreements and reviewing all documents that require signature by the Cabinet Secretary with OSEC Administration prior to submission for signature.
- Preparing, signing, and executing a Memorandum of Agreement/Understanding (MOA/MOU) with any other Department, Division or State entity related to contracts. The MOA/MOU must include a description of allowable spending, audit requirements, documentation requirements, and reporting requirements.
- Ensuring compliance with federal, state, and Department reviews and audits and taking any necessary corrective action as indicated.


If any part of this policy memorandum conflicts with any federal law, state law, Executive Order, or any mandate, only the conflicting part of the policy will become null and void; the balance of the policy will remain in effect until the policy is revised.

Appropriate disciplinary action may be taken against any employee who violates or misuses this policy. Based on the seriousness of the offense, disciplinary action may include, but not be limited to, verbal reprimand, written reprimand, suspension, or termination of employment.

V: IMPLEMENTATION:

This Policy Memorandum replaces previous versions of DHSS PM #70 and is effective upon the signature of the Cabinet Secretary.

The Office of the Secretary will be responsible for maintaining this policy and any revisions.

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Josette D. Manning, Esq.
Cabinet Secretary

4/16/2024 | 1:01 PM EDT

Date

The Department of Health and Social Services is committed to improving the quality of life of Delaware's citizens by promoting health and well-being, fostering self-sufficiency, and protecting vulnerable populations.