

From: [DHS DPHContracts](#)
To: [DHS DPHContracts](#)
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Subject: [NCI] Negotiation Deadline Extension & Contract Availability
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This message is being sent to local health officers, program managers, contract monitors and Regional Directors.

2016 Consolidated Contract Negotiation Deadline Extension

I want to first thank everyone for their hard work during this contracting season. While many negotiations have been completed, there are still a number of agencies who need to work with their contract monitors to complete the process. As a reminder, an agency's contract cannot be made available until the negotiation process has been completed for **all** programs contained within that contract (MCH, Immunization, Oral Health Fluoride Mouthrinse and/or Oral Health Fluoride Supplement). To help facilitate this process, we are extending the negotiation deadline from today until **November 6th, 2015**. For agencies that have completed the entire negotiation process by November 6th, their consolidated contract and associated addendum are scheduled to be available no later than November 13th, 2015.

Please review the status of each of your programs in GAC to ensure that any required negotiations have been completed and that each program has been locked (indicated by the presence of check mark in the "Select For Locking" column of the Contract Programs page). Once each program has been locked, the contract as a whole will automatically lock, signaling that the negotiation process has been completed.

If you are a Health Officer who needs to complete a negotiation, please feel free to reach out to your Contract Monitor to ensure that they are aware that you are ready to negotiate. Please remember that Contract Monitors are negotiating with other agencies during this negotiation process, so please be patient if it seems to be awhile before they respond to you. To identify your contract monitor, please refer to the "Contract Monitors" tab of the [2016 Consolidated Contract Overview](#) spreadsheet.

Contract Availability

When your contract is available, you will receive an e-mail with detailed guidance regarding the necessary steps to download your 2016 Consolidated Contract package and submit the required signature pages.

- For agencies that have completed the negotiation process by November 6th, your agency-specific contract addendum will be available for download from the [2016 Consolidated Contract Overview](#) spreadsheet by November 13th. You will receive e-mail notification around the 13th that will contain a detailed description of the steps that need to be taken in order to submit your contract for processing.
- For agencies that have not completed the negotiation process by November 6th, you will be notified via e-mail within a few days of completing the negotiation process that your contract addendum is available. At that point, you will be able to download your contract addendum from the [2016 Consolidated Contract Overview](#) spreadsheet.

If you have questions regarding the negotiation process or the availability of your contract, please

contact Matt Marcum (Matthew.Marcum@wi.gov) or your Contract Monitor.

Thank you,

Donna Moore
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Department of Health Services
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