



## Lane County Health & Human Services Updated Management Qualifications Process FAQ

### ***What is the new management qualifications process?***

Agencies who contract with Lane County are requested to complete a Management Qualifications (MQ) packet prior to providing services. Historically, all agencies were required to complete an MQ packet every biennium. Because of the COVID-19 pandemic, Lane County was unable to maintain this process due to unprecedented staff work load increases. **Now, instead of agencies being required to submit management qualifications biannually, only agencies that have not contracted with Lane County (ever, or within 365 days of having an active contract) or those with a high risk rating will be required to submit an MQ.**

**For agencies required to complete an MQ:** the process is now tiered based on the amount of funding an agency receives from Lane County, categorized by the following ranges:

Tier 1: Sub \$50,000 annual funding from Lane County Health and Human Services.

*No Management Qualifications packet is required for agencies with sub \$50,000*

Tier 2: Sub \$150,000, but above \$50,001 annual funding from Lane County Health and Human Services.

*An Organization at this tier is only graded on the Management and Fiscal Capabilities Sections.*

Tier 3: \$150,000 or greater in annual funding from Lane County Health and Human Services.

*An Organization at this tier is graded on the Management, Fiscal, and Equity Lens Capabilities Sections.*

### ***Who is required to complete the MQ?***

Any agency who is either A) a new contractor with Lane County or a contractor who previously contracted with Lane County but has not in 2 years, or B) an agency with a high risk rating will be required to complete an MQ. The type of MQ required to complete will be either Tier 2 or Tier 3, depending on the amount of funding received from Lane County.

***What is the risk review process?***

A risk assessment is performed by members of Lane County H&HS annually for every agency that contracts with Lane County. These assessments are then scored and the agency is given a risk rating based on this review. Risk reviews are based on an evaluation of the grantee's award application, internal controls and past history with grant awards. If the agency has a high risk rating, or a score below 70%, they will be asked to complete management qualifications. If the agency has above a 70% risk rating, they will not be asked to complete Management Qualifications. Risk reviews are an important part of assisting the contracts team ensure effective stewardship of public funds.

***When is the Management Qualifications packet submission deadline?***

For agencies who are requested to complete Management Qualifications for Fiscal Year 2023, the deadline to submit the MQ has been scheduled for April 17<sup>th</sup>, 2023. By February 17<sup>th</sup>, 2023, all agencies who are required to submit an MQ will be contacted with this request. Please note: Lane County Health and Human Services may request any subcontractor to submit an updated MQ packet, as part of routine review and monitoring.

***Is there a Management Qualification packet submission deadline for NEW AGENCIES?***

There is NO deadline or MQ submission window for agencies who are interested in contracting with Lane County but do not have an active contract. If your organization is considered a new active subcontractor, the management qualification packet will be requested following the RFP process and prior to the execution of an active contract.

***Where can I access Management Qualifications Information?***

The management qualifications will be posted to the Lane County website on the Health and Human Services Purchasing, Subcontracting, and RFPs [webpage](#).

***Who is the best contact at Lane County H&HS for Management Qualifications questions?***

Please review the Management Qualifications Information Sheet for all further information or email the Management Qualifications email inbox for any questions at [LCHSMQ@lanecountyor.gov](mailto:LCHSMQ@lanecountyor.gov).