

# DDS



## Contracts Training Session Start-up Contracting Guidelines

April 29, 2026

## Housekeeping & Introductions

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- Please mute yourself
- Enter questions in the chat function
- Supporting documentation will be posted to the DDS Contract website
- Training will not be recorded

# Agenda

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- Guidance Review
- Form Review

## Start-Up Contracts

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Contracts can cover non-capital or capital costs for a **single site only**

All costs must be approved by Area Director

Non-capital purchases: should be best value purchasing principles

Capital purchases: should be multiple quotes/bid process

### **Adult Long Term Residential (ALTR)**

- Available for costs incurred before an individual moves in
- Funding Limit: \$125,000

### **Community Based Day Supports (CBDS)**

- Available for costs incurred before the site opens
- Funding Limit: \$60,000

# Allowable/Disallowable Costs

ALTR Allowable Start-Up Costs	ALTR Disallowable Start-Up Costs (Funded thru Occupancy or Operational Rates after site enters state service)
Basic Supplies for use during start-up period	Basic supplies bought in bulk for use after site opening
Staff wages related to staff assigned to work in the new site, such as House Manager and DC staff involved in site set up, medical staff assessments, time to attend trainings (all trainings, including provider orientations and other trainings beyond DDS minimum requirements), and other wage expenses associated with hiring staff prior to site opening	Staff wages after the first person moves into site  Staff wages associated with time spent working in other programs
Training related expenses such as training materials, registration fees, trainer expenses	Training related expenses related to other programs or to happen after the site is opened
Tax and fringe benefits associated with allowable staff time. Tax and fringe benefits are reimbursed at a set rate of 24.22%	Tax and fringe benefits for staff wages after first person moves in
Indirect Administration associated with allowable staff wages. Admin is reimbursed at a set rate of 12%	Staffing expenses associated with provider senior management or administrators
Staff mileage directly attributed to site opening and allowable trainings	Staff mileage not directly attributed to site opening or allowable trainings
Storage space for medication	Any office supplies, electronic devices, computers, laptops, or printers
Reasonably priced common area furniture. For	

Individuals to use for skin development	
Reasonably priced common and program area	

Costs	Disallowable Start-Up Costs
Staff assigned to work in the new site, such as House Manager and DC staff involved in site set up, medical staff assessments, time to attend trainings (all trainings, including provider orientations and other trainings beyond DDS minimum requirements), and other wage expenses associated with hiring staff prior to site opening	Staff wages and related costs after the new CBDS site is open  Staff wages associated with time spent working in other programs
Training related expenses such as training materials, registration fees, trainer expenses	Training related expenses related to other programs or to happen after the site is opened
Tax and fringe benefits associated with allowable staff time. Tax and fringe benefits are reimbursed at a set rate of 24.22%	Tax and fringe benefits for staff wages after the site opens
Staffing expenses associated with provider senior management or administrators	Staffing expenses associated with provider senior management or administrators
Any computers, laptops, printers for staff, including equipment for staff meeting space	Any computers, laptops, printers for staff, including equipment for staff meeting space



## Contract Structure

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A signed standard contract form (SCF) is required plus:

Non-capital expenses

- Attachment 1 (Program Cover)
- Attachment 3 (Fiscal Year Program Budget)

Capital expenses

- Attachment 1 (Program Cover)
- Attachment 6 (Capital Budget)

**DDS will not reimburse for costs incurred before the standard contract form is signed by DDS**

All costs must be incurred during the duration of the contract

Duration of contract: three (3) months

## Billing Process and Documentation

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Invoices must be submitted within **fifteen (15) business days** of the end date of the contract

All billing (non-capital & **capital**) will be entered into EIM

Invoices in EIM require an **Invoice Workbook submission**; each submission is a new workbook submission (not cumulative)

**Non-capital costs:** single vendor receipt purchases **over \$500** **require the submission of the receipt**; a purchase cannot be split with a vendor to circumvent that \$500 threshold

**Capital costs:** must submit an itemized receipt and proof of delivery

# Invoice Worksheet

## Non-Capital

Fiscal Year:		Total Approved	\$	-
Provider Name:		Total Deny	\$	-
Contract #:		Total no status	\$	-
RFR reference:		Invoice Submission Date:		
Contract Max Obl:				
Contract Start Date:				
Contract End Date:				

If the dollar value in column F, Amount, is highlighted orange, a digital copy of the receipt must be submitted with this workbook.

Transaction Date	Vendor / Employee Name	Purchase Description	Amount	Multiple Bids/ Single Source	Provider Comments

## Capital

Fiscal Year:		Total Approved	\$	-
Provider Name:		Total Deny	\$	-
Contract #:		Total no status	\$	-
RFR reference:		Date:		
Contract Max Obl:				
Contract Start Date:				
Contract End Date:				

By checking this box, the provider acknowledges that all proofs of purchase AND delivery have been submitted with the reimbursement request.

Transaction Date	Vendor	Purchase Description	Amount	Multiple Bids/ Single Source	Provider Comments

**Need help? Email us**



**DDSPoSProcurement@mass.gov**



**Please take a moment to fill  
out the survey.**

**Thank you for joining us today!**