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| **PART V. Case Management**  **Section B. Financial Responsibility and Accountability** | |
| **CHAPTER 4. CONTRACTING ACTIVITIES** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Understand the implementation of the VetSuccess Contracts.   * Define the procedures for using the VetSuccess contracts. * Know the method for establishing local contracts. |
| **Contents** | **Background**  **The VetSuccess Contracts**  a. Service Groups  b. Procedures  1. The Quality Assurance (QA) Form  2. Roles  3. The VR&E Service Group Module  4. General Process Flow  c. Additional Roles and Responsibilities  1. Voucher Auditor  2. VR&E Staff  3. Administrative Contracting Officers (ACO)  4. Contracting Officer’s Representatives (COR)  d. Modifications  e. Stations Without VetSuccess Contract Awards  f. Waiver Requirement  **Local Contracts**  **Services Not Available through the VetSuccess Contracts**  a. Tutorial Assistance  b. The Special Employer Incentive (SEI) Program  c. Independent Living (IL) Construction  **Contract File Maintenance**  **Use of Letter Contracts**  **Oversight**  **Foreign Cases** |
| **Appendices** | Appendix O. VA Forms  Appendix Q. Special Employer Incentives Contract  Appendix R. Schedule I |
| **Exercises** | 1. What are the services provided under the VetSuccess Contracts? 2. Define the service groups organized under the VetSuccess contracts and the corresponding type of fund and BOC assignment. 3. Discuss the procedures for invoicing and paying the VetSuccess contractors. 4. What are the responsibilities of the Contracting Officer’s Representative, Voucher Auditor, VR&E staff, and Administrative Contracting Officer? 5. When and how are contracts modified? 6. What are the services that may be contracted locally? 7. Describe the process for establishing a local contract. 8. How are contract files maintained? |
| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |