**State Services**

**RIDER A**

**SPECIFICATIONS OF WORK TO BE PERFORMED**

[Remove all prompts in green font before finalizing document]

1. **TABLE OF CONTENTS**

[This Section is mandatory when Rider A is more than two (2) pages in length.]

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1. **DEFINITIONS**

[Utilize the following numbering/lettering scheme for each section.]

* 1. **Defined Term:** Definition of defined term.

[This Section is mandatory. In this Section define (for terms located within Rider A, in Section 1 and 2 of Rider B, and any Attachments/Appendices) the following:

* Every acronym used;
* Every term which has been specially capitalized;
* Every term which is not common knowledge;
* Every term where a lengthy explanation of its meaning would be beneficial (e.g. In the Deliverables Section it states: “The Provider shall perform Outpatient Services.” In this case it would be beneficial to explain via a definition what it means to perform Outpatient Services and to cite the MaineCare Benefits Manual where the services are even more specifically defined. It will save space in the Deliverables Section and make the Section cleaner; and
* Every “coined” term.]
1. **INTRODUCTION/OVERVIEW**

The purpose of this Agreement is [… **(1)** Add 3-5 sentences regarding the overall purpose of the service; **(2)** state whom the target population is; **(3)** and list all pertinent statutes/grants/rules/initiatives, etc.]

The Provider shall [… Add 2-3 sentences stating the Provider’s overall role in this Agreement.]

1. **DELIVERABLES**

The Provider shall perform all services and maintain all standards and requirements for services provided under this Agreement in accordance with the below:

[Utilize the following numbering/lettering scheme for each section and begin each deliverable with an action word (verb). Only use subsections (a., i., etc. where necessary.]

* + 1. [Ex. Provide…]
		2. [Ex: Comply with…]
		3. [Ex: Ensure that…]

[This Section is for the purpose of delineating the service(s) the Provider is to deliver. Utilize multiple titled headers to separate and highlight the major aspects of the service(s). The headers should be organized to reflect the chronological order in which the service(s) should be provided with: infrastructural deliverables (facility requirements, initial capabilities, etc.) appearing first, the actual service(s) being provided next, and all other general requirements appearing last (technical requirements, compliance with various regulations, etc.).

It is also extremely important to consider which deliverables can be measured, and which deliverables will be important to measure. If data is being created as a result of a deliverable being performed, and the deliverable is integral to the performance of the services, then consider setting a standard of performance in the next section and measuring the data against that standard.]

1. **PERFORMANCE MEASURES**

The Provider shall maintain all standards and requirements for services provided under this Agreement in accordance with the table below:

[Column I: Required Standards – list the standard(s) in terms of numbers, an increase/decrease in numbers, percentages, an increase/decrease in percentages, benchmark dates for the deliverable to be completed, or state that continual performance of the deliverable is required on a regular basis.

Column II: Source of Information – list the source(s) where data points will be taken from to measure the Required Standard from Column I.]

Column III: Exact Data Point from Column II, Source of Information – if possible, list the specific data point(s) taken from the Source of Information listed in Column II to measure the Required Standards from Column I (e.g. A certain section, column, row or number from the report listed in Column II). Simply write “Information from [insert language from Column II]” if it cannot be made more specific.]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COLUMN I:****Required Standards** | **COLUMN II:****Source of Information (e.g. Name of report, on-site visit, or database)** | **COLUMN III:****Exact Data Points from Column II, Source of Information** |
|  |  |  |  |
|  |  |  |  |

1. **REPORTS**

[List the names or types of reports which the Provider must furnish, or that an On-Site Visit will be conducted by the Department. Attach a blank report as an appendix, list **all** of the information required in the report, or provide a link to the report (if it is one (1) of the Department’s standard forms).

* 1. Required Reports

The Provider shall track and record all data/information necessary to complete the reports listed in the table below:

|  |  |  |
| --- | --- | --- |
|  | **Name of Report or On-Site Visit:** | **Description or Appendix #:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Reporting Schedule

The Provider shall submit all of the reports listed in the table below to the Department in accordance with the deadlines established within the table:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Report or On-Site Visit:** | **Reporting Period Captured in Report:** | **Due Dates and/or Frequency:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Provider understands that the reports are due within the timeframes established and that the Department will not make subsequent payment installments under this Agreement until such reports are received, reviewed and accepted.

The Provider further agrees to submit such other data and reports as may be requested by the Agreement Administrator. The Provider shall submit all data and reports to the Department in accordance with Section 6 of Rider B of this Agreement.