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Date: June 17, 2026

To: Government Oversight Committee

From: 
Peter Schleck, Director

Re: Proposed Provisional Scoping: Potential OPEGA Review of Contract Administration
Across State Agencies

At the May 20th meeting of the Government Oversight Committee (GOC), members unanimously approved a motion directing OPEGA to prepare a scope of work for a review of contract management across all state agencies. Contract management encompasses a broad range of activities, processes, and responsibilities involved in the creation, negotiation, execution, monitoring, and renewal of agreements between parties. For the State of Maine, these processes and responsibilities are spread across multiple agencies, span various types of agreements, and involve any number of goods and services. Given the scope and complexity of contract management, the proposed scope is structured as a phased approach intended to balance the GOC's stated interests, identified areas of risk, and the need for timely and responsive analysis with OPEGA's available resources.

In Phase 1, OPEGA will focus on risks identified through Committee discussions with community service providers and Department of Health and Human Services (DHHS) leadership responsible for contract management oversight.

In Phase 2, OPEGA will conduct preliminary research and perform a risk assessment to identify high-risk areas within contract management to be considered for inclusion in a subsequent OPEGA review.

Phase 1: DHHS Division of Contract Management

In recent GOC meetings, the Committee heard from both community service providers and DHHS leadership with responsibilities for overseeing contract management. Both discussions indicated at least some issues or risks relating to the approval and funding of contracts and/or grants for community health services, and possible responsiveness concerns. As such, OPEGA proposes the following scope questions:

1. To what extent do delays occur in the execution and encumbrance of grants and contracts for DHHS agreements with community health service providers?
2. To what extent do delays occur in the payment of grants and contracts for DHHS agreements with community health service providers?
3. What factors contribute to delays in the payment process for grants and contracts for DHHS agreements with community health service providers?
4. What avenues exist for communication between grantees or contractors and DHHS regarding the status, processing, and issues related to grants and contract payments?

Phase 2: Preliminary Research and Risk Assessment

OPEGA will conduct preliminary research examining roles and responsibilities, processes, communication practices, and types of agreements within specific agencies or service areas. OPEGA will then perform a risk assessment based on this research to identify high-risk areas within contract management. These areas may be considered for inclusion in a subsequent OPEGA review. The scope of any subsequent review(s) would be subject to GOC approval at that time.

As always, OPEGA would also seek to formulate recommendations, as needed or appropriate, based on any findings.

We believe this phased approach best aligns our resources and efforts with identified risks within the broad framework of contract management. I welcome your questions, and thank you, kindly, for the opportunity to be of assistance.