



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 2/20/20

Subject: Settlement of Non-Litigated Contract Disputes

Section: FDJJ – 1410

Originating Office: Program Accountability

Authority: Section 17.03, Florida Statutes
Chief Financial Officer Memorandum No. 2 (2019-2020)

Related References: DFS Guidelines for Settlement Agreements (Attachment 1)
DFS Reference Guide for State Expenditures (Attachment 2)
DJJ Settlement Agreement (Attachment 3)
DJJ Best Interest Letter (Attachment 4)

Purpose: This policy establishes that settlement of non-litigated contract disputes of accounts, claims and demands against the Department of Juvenile Justice (DJJ) and any resulting Settlement Agreement is drafted, managed, and controlled in accordance with State law. Settlement Agreements involving litigated personnel actions shall be governed under FDJJ Policy 1420.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT:

- Only the Secretary or his/her designee may enter into a Settlement Agreement on behalf of the Department.
- All Settlement Agreements will be initiated through the DJJ Contract Tracking System (CTS).
- The originating DJJ program office shall follow the procedures for creating and submitting a Settlement Agreement in accordance with FDJJ-1410P.
- The Bureau of Procurement and Contract Administration is responsible for drafting the Settlement Agreement, routing the Settlement Agreement document and all required supporting documents for review and approvals, and for executing the Settlement Agreement.
- The Bureau of Finance and Accounting is responsible for preparing the voucher schedule and submitting the Settlement Agreement packet to the Department of Financial Services (DFS).

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- The Office of General Counsel, Office of Budget, Bureau of Contract Management (if applicable), and the program office initiating the request, shall review the Settlement Agreement to ensure consistency with applicable statutes and administrative code prior to finalizing in CTS.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.