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**INTRODUCTION**

The MDHHS director or designee is the only person authorized to terminate a contract. Contracts are terminated in accordance with contract language.

**Process for  
Termination  
Letter*****Contract Administrator***

1. Complete a CM-0005, Agreement Termination Request, and email it to MDHHS-OCP@michigan.gov.

***Bureau of Purchasing (BOP)***

2. Prepare termination letter, then forward to the director or designee for signature.

***Director Or Designee***

3. Sign letter; return to BOP.

***BOP***

4. Forward letter to contractor, distribute as required.