



S000000411 Procurement Support Services Instructions to Purchasing Entities

Per S000000411, Purchasing Entities may contract with any of the five Contractors listed, as needed, for Procurement Planning, Market Research, Independent Government Cost Estimate, Contract Management, and/or Contract Engagement.

Purchasing Entities may choose to contract with a Contractor for only part of the procurement process, or the whole procurement process within any of the service areas listed above individually, or in any combination as needed.

Purchasing Entities should follow their established workflows prior to each engagement, including, without limitation, executing a purchase requisition and obtaining approvals.

ENGAGEMENT PROCESS

- A. The Purchasing Entity should review the RFP before beginning. Doing so will help you familiarize yourself with what is included under each service area and determine what needs you may have.
- B. The Purchasing Entity should review multiple Contractors to determine the best fit for their needs.
- C. The Purchasing Entity may distribute a SOW (Statement of Work) to the Contractors who provide the services needed.
 1. Services must be within the scope of services specified by the RFP.
 2. A SOW may be developed using the general service area(s) the Purchasing Entities needs, which may include multiple projects.
 3. The Purchasing Entity should provide clarification for the Purchasing Entity's project and further define both parties' roles and responsibilities under the resulting contract as needed.
 4. The SOW should provide a deadline and manner by which the Contractors should respond.
- D. Each Purchasing Entity should review the established pricing, Terms and Conditions, and Performance Standards and negotiate these to fit the needs of the Purchasing Entity.
 1. Pricing negotiated between Contractors and Purchasing Entity must not exceed established statewide pricing rates.
- E. The Purchasing Entity should create their purchasing document, create an SRV-1 services contract specific to its project, attach all negotiated terms, obtain review from its legal counsel, and have all parties sign.

1. Purchasing documents should reference the statewide outline agreement number specific to the Contractor.
- F. Contracts meeting the thresholds for legislative reporting or review must be submitted accordingly.
1. Service contracts with a total projected cost of at least \$25,000 and an annual amount less than \$50,000 must be reported.
 2. Service contracts with an annual contract amount of at least \$50,000, or if the total projected cost is at least \$350,000 must be reviewed prior to execution.
- G. A contract that has previously been submitted for review will still need to be submitted for review again upon its renewal or extension if it introduces a material change as defined in [19 CAR § 1-114](#).