

**New Contract Submission
Small Purchase**

PPRB OPSCR Rules and Regulations Sections 3-205 and 7-102.01

PPRB does not approve small purchase contracts. Pursuant to Section 7-102.01, Contracts with vendors with whom the Agency has more than one contract, and the cumulative value of those contracts exceeds \$75,000.00, must be reviewed by OPSCR to confirm those contracts have different scopes of service. **It is the responsibility of the Agency to ensure compliance with the requirements of Section 3-205.**

Agency: _____

Contractor: _____

Initial Contract Term: _____

Available Renewal Term: _____

Contract Amount: _____ Contract Number: _____

The total Contract amount, including all exercised renewals, cannot exceed \$75,000.00.

Justification for the need of more than one contract with this Contractor:

Notes (any comments or information you want to provide to OPSCR):

Confirmation Required by Section 7-102.01 <i>Provide as many copies of this form as is necessary to report all contracts between the Agency and the Contractor <u>for the prior five years.</u></i>
<p>Contract Number: _____ Period of Performance: _____</p> <p>Brief Description of the Scope of Services:</p> <p>Location of Services: _____</p> <p>Explanation as to why this scope is different from the contract submitted:</p>
<p>Contract Number: _____ Period of Performance: _____</p> <p>Brief Description of the Scope of Services:</p> <p>Location of Services: _____</p> <p>Explanation as to why this scope is different from the contract submitted:</p>

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Contract Number: _____ Period of Performance: _____
 Brief Description of the Scope of Services:

 Location of Services: _____
 Explanation as to why this scope is different from the contract submitted:

Responsible Agency Official: _____

Title: _____

Telephone Number: _____ Email Address: _____

By signing below, I certify that all information provided herein and/or uploaded to MAGIC is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Publicly Available
	Executed Contract	Yes
	Any Documents Relevant to the Procurement of the Contract	-
	Public Notice of Contract Award per Section 3-202.16	Yes

OPSCR USE ONLY

Primary Analyst: _____ Signature: _____
 Secondary Analyst: _____ Signature: _____

NOTES: