

New Contract Submission

Small Purchase

PPRB OPSCR Rules and Regulations Chapter 13

PPRB does not approve small purchase contracts. Pursuant to Section 13.1.2, 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 Chapter 13.**

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.

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

Confirmation Required by Section 13.1.1

Provide as many copies of this form as is necessary to report all contracts between the Agency and the Contractor for the prior five years.

Contract Number _____ Period of Performance _____

Brief Description of the Scope of Services

Location of Services _____

Contract Number _____ Period of Performance _____

Brief Description of the Scope of Services

Location of Services _____

Contract Number _____ Period of Performance _____

Brief Description of the Scope of Services

Location of Services _____

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Contract Number _____ Period of Performance _____ Brief Description of the Scope of Services _____ Location of Services _____
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Has the Agency submitted a written justification as to why the Agency requires more than one contract with a vendor? Yes No
The written justification <ul style="list-style-type: none">Explains why total funds expended, scope of services, or timeframe services are needed have not been artificially divided? Yes NoSigned by Agency Head (cannot be delegated) Yes NoSigned by Chief Financial Officer (cannot be delegated) Yes NoUploaded to MAGIC Yes No <p>OPSCR cannot approve a small purchase contract under Chapter 13 without the justification memo required by Section 13.1.1.</p>

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 14.10	Yes
	Signed Justification Memorandum	-

OPSCR USE ONLY

Primary Analyst _____ Signature _____

Secondary Analyst _____ Signature _____

NOTES