

Procedures for Contracting for Consulting Services

A. Procedures for Procuring Services:

1. Requestor submits requisition, including scope of work and qualifications to the Department of Budget and Finance for funding approval.
2. Once funding is approved the requisition is sent to the Department of Procurement and Contract Administration (DPCA).
3. Unless sole source procurement is justified, DPCA will release a solicitation. Award will be based on best value.
4. Prior to release of the solicitation, DPCA will provide a copy to the Minority Business Enterprise (MBE) Compliance Office to determine if an MBE goal should be assigned. If an MBE goal is assigned, the MBE requirements and forms will be incorporated into the solicitation by DPCA.
5. Requestor is responsible for establishing the evaluation committee, reviewing proposals/resumes for consideration and preparing questions for the interview process.
6. Only candidates considered qualified by the procurement officer and evaluation committee will be interviewed.
7. If necessary, the requestor shall provide justification to DPCA for selecting a candidate at a higher labor rate.
8. Assigned procurement officer shall prepare procurement summary and award recommendation for approval by the Executive Director of DPCA.
9. Once Executive Director of DPCA approves the award recommendation, a contractual and confidentiality agreement is prepared by the procurement officer.
10. Legal approval of the contractual agreement is required prior to submission to the contractor for signature.
11. Contractor signs and returns contractual agreement to DPCA with completed confidentiality agreement. Confidentiality agreement must be signed by both the contractor and consultant.
12. DPCA submits contractual agreement to the Department of Legal Affairs, the State Court Administrator and Chief Judge Bell for signature.
13. Once the contractual agreement is fully-executed, the procurement officer notifies the requestor and provides contractor with a copy of the executed contractual agreement.

14. Procurement officer processes purchase order and submits purchase order to Procurement Manager for signature. Once signed by Procurement Manager, purchase order is sent to contractor.
15. Requestor provides procurement officer with start date for consultant and procurement officer issues a notice-to-proceed to the contractor indicating the date the consultant is to begin.
16. A copy of the fully-executed contractual agreement, notice-to-proceed and purchase order shall be provided to the requestor.

Note: Consultant may not report until contractual agreement is fully executed by the AOC, passes background check and has obtained proper identification badge from the Department of General Services (DGS).

B. Background Check/Security Clearance Procedures:

1. Consultant shall complete, sign and submit JHR 40 Authorization for Access to Records form (Attachment A) to the Department of Human Resources.
2. Once clearance is obtained from the Department of Human Resources, the Department of Human Resources will forward the name and company to the Director of Administrative Services who will forward the required paperwork to the requestor/contract manager. The requestor/contract manager will give partially-filled paperwork to the consultant to be fully completed and then submitted to DGS.
3. The Director of Administrative Services shall notify DGS of the name of the consultant. DGS shall notify the Director of Administrative Services when an appointment can be scheduled to obtain identification.
4. DGS shall notify the Director of Administrative Services if request for identification is denied.
5. Director of Administrative Services shall notify DPCA of denial.
6. Consultant is responsible for payment of DGS identification card.

Note: Consultant may not report until proper identification badge is obtained from the DGS.

C. Substitution Procedures:

1. Individuals proposed and accepted are expected to remain dedicated throughout the contractual agreement. During the performance period of a contractual agreement, no substitutions of personnel will be permitted unless such substitutions are necessitated by

an individual's sudden illness, death, or as otherwise approved by the Contract Manager. All proposed substitutions of personnel for other than emergency situations must be submitted in writing to the Contract Manager, at least 15 business days in advance of the proposed substitution. Contract Manager must specifically agree to any substitution in writing

2. All substitution requests from contractors must provide a detailed explanation of the circumstances necessitating the proposed substitutions, a resume of the proposed substitute, and any other information requested by the Contract Manager to make a determination as to the appropriateness of the proposed substitution. All proposed substitutes must have educational qualifications and work experience equal to or better than the resume initially proposed for personnel; contractor shall be required to illustrate this comparison. . The resumes of the initially proposed personnel shall become the minimum requirement for qualifications for successor personnel for the duration of the total contractual agreement term.
3. The contractor shall permit the AOC to interview and accept or reject any proposed substitute. The resume of any proposed substitute shall be signed by the substitute and the resume of the previous key employee shall be provided for comparison purposes.
4. The Contract Manager shall notify the DPCA of the substitution in writing before such substitution shall become effective. The notification shall include the contract number, name of contractor, name of incumbent, name of substitute, resume of substitute, verification that substitute meets the requirement qualifications and acceptance of the substitute by the Contract Manager.
5. The DPCA shall prepare a modification to the contractual agreement documenting the substitution. The modification shall be signed by both the AOC and the contractor.
6. Approved substitutes may not start under a contractual agreement until background clearance is received from the DGS for the substitute, a signed confidentiality agreement is provided for the substitute, and notification is provided to the contractor.

Note: Substitute consultant may not report until he or she passes background check and has obtained proper identification badge from the DGS.

D. Separation Procedures:

1. Administrative official notifies Separation Group and the Executive Director of DPCA when consultant resigns or is terminated.
2. Administrative official collects identification card, keys and any assigned equipment from consultant.

3. Separation Group executes respective internal departmental separation procedures.
4. DPCA notifies the contractor of separation action.

E. Invoice Procedures:

1. Invoices will be submitted by the contractor according to the terms of the contractual agreement. Generally, invoices for consulting services are submitted on a monthly basis by the 15th business day of each month for all work completed in the previous month.
2. Proper invoices for payment shall contain the contractor's Federal Employer identification Number, as well as the information described below, and must be submitted to the individual to whom the consultant is assigned for payment approval.
3. A proper invoice shall identify the AOC, labor category, associated contractual agreement number, date of invoice, period of performance covered by the invoice, and a contractor point of contact with telephone number.
4. Unless otherwise indicated in the contractual agreement or approved by the Contract Manager and Procurement Officer, travel expenses are not allowed.
5. Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees, including detail of actual hours worked) submitted for payment to the AOC to the address provided in the contractual agreement.
6. Invoices for final payment shall be clearly marked as "FINAL" and submitted when all work requirements have been completed and no further charges are to be incurred.