

# Agency Contracts

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Purchasing Agent

- ▶ FY 2014

- ▶ 128 Contracts Processed

- 76 under \$100,000

- 51 over \$100,000

- ▶ FY 2015

- ▶ 153 Contracts Processed

- 75 under \$100,000

- 78 over \$100,000

# FY 15 Contracts of the 153

## New Contracts – 109

Of the 109 new contracts  
only 19 are 1 year with  
renewal options:

Electronic High School

Old Dominion (federal requirement)

## Amendments – 44

State Purchasing ruling:  
contracts must be for 5  
years (or less) unless  
prior approval granted by  
State Purchasing Director

# Monthly Submission to Board

- ▶ C-3 Contract Information form
  - ▶ Spreadsheet - contracts under \$100,000
  - ▶ Spreadsheet - Expiring contracts (6 months)
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# Breakdown by Cost

▶ 8	\$100,000	▶ 5	\$2m
▶ 12	200,000	▶ 2	3m
▶ 9	300,000	▶ 1	4m
▶ 3	400,000	▶ 1	6m
▶ 5	500,000	▶ 1	7m
▶ 5	600,000	▶ 1	8m
▶ 4	700,000	▶ 1	9m
▶ 5	800,000	▶ 1	15m
▶ 6	900,000	▶ 1	21m
▶ 4	1m		

# Contracts by Divisions

- ▶ 12 Assessment
- ▶ 1 Charter
- ▶ 2 CNP
- ▶ 4 CTE
- ▶ 3 Deaf Center
- ▶ 37 EHS
- ▶ 9 IL
- ▶ 2 IT
- ▶ 24 Rehab
- ▶ 10 SARS
- ▶ 29 SES
- ▶ 10 T & L
- ▶ 4 Title I
- ▶ 2 Trust Lands
- ▶ 4 UPPAC

# Process to get to a Contract

1. Division works up RFP questionnaire
2. State Purchasing reviews, inserts required RFP language, works with USOE for final document.
3. State Purchasing posts for minimum of 10 days
4. State Purchasing requires evaluation committee meet once prior to receiving proposals and then to review proposals
5. Committee makes recommendation, committee chair prepares and sends to State Purchasing Justification Documentation
6. State Purchasing notifies vendors of intent to award
7. Non-successful offerors have 5 days to protest award
8. USOE begins to prepare contract SOW with vendor
  - a. any changes requested by awarded vendor of Terms and Conditions must be reviewed and approved by AAG
  - b. C3, USOE contract form, is prepared for Board Consent Calendar

# Process continued

9. Board approves
  10. Signature process
    - a. Awarded vendor
    - b. Review by USOE Purchasing Agent
    - c. Financial Analyst approval of budget
    - d. USOE controller
    - e. Scott Jones or Darin Brush
    - f. State Purchasing review and approval
    - g. Division of Finance
    - h. Contract returned to USOE
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