

Procurement Reporting Guidelines (Act 557)

Actions/Reports	Information Required	Submission Deadline	Responsibility
<i>\$100K + Technical and General Service Contracts Must Submit for Pre-Approval</i>		<i>NEW REQUIREMENT</i>	<i>WILL IMPACT UA DEPARTMENTS</i>
Contracts that are projected to have at least \$100K in spend over total projected term (up to 7 years) must be submitted for approval to Legislative Counsel before the contract can become effective.	<ol style="list-style-type: none"> 1. Name of Contractor 2. Agency Name 3. Contact info for contractor 4. Contact info for issuing agency 5. Total initial cost of contract 6. Type of commodity or service. 7. Quantity 8. Procurement method 9. Total projected amount 	<p>Monthly - As Needed.</p> <p>Anticipated approval time is <i>minimum</i> 45-60 days from submission to Procurement. This timeline does not include bidding.</p> <p>Procurement will determine if Performance Standards will need to be added or written for all performance-based contracting over \$25K.</p>	Procurement will handle submission of contract information to the state.
<i>\$25K + Technical and General Service Contracts Vendor Performance Report</i>		<i>NEW REQUIREMENT</i>	<i>WILL IMPACT UA DEPARTMENTS</i>
Vendor Performance Reporting (VPR) required for Technical and General Services contracts or Purchase Orders \$25K or above for services. & Vendor Performance Reporting for Professional Contract Services (PCS) Contracts over \$50K.	Enter into portal located on OSP website	<p>Submit report at least 1 time every 3 months for the entire term of the contract and at the end of the contract.</p> <p>End-user Department will complete the VPR & submit to Procurement for review and submission to OSP.</p>	Procurement will handle submission of VPR information to the state.
Technical and General Services \$25K to \$100K Contract Report		NEW REQUIREMENT	
Submit quarterly report for all executed contracts requiring service that are \$25,000 to \$100K for the TERM of the contract (may be up to 7 years).	<ol style="list-style-type: none"> 1. Name of Contractor 2. Agency Name 3. Contact info for contractor 4. Contact info for issuing agency 5. Total initial cost of contract 	Quarterly - As Needed.	Procurement will handle submission of contract information to the state.

	6. Type of commodity or service. 7. Quantity 8. Procurement method 9. Total projected amount		
Cooperative Contract Spend Report		NEW REQUIREMENT	
Cooperative Contract Spend for all cooperative contracts. Includes all contracts listed on the OSP web site and any other approved Co-Operative or Consortium contract purchases.	1. Name of Vendor 2. Agency Name 3. Contact info for vendor 4. Contact info for issuing agency. 5. Total cost of PO 6. Description of goods and services.	Quarterly & End of Contract	Procurement will handle submission of contract information to the state.
Professional Consultant Services Contract Report		Current Requirement	
Professional Consultant Services Contracts (PCS) with spend \$10K-50K must be reported, but do not go down for prior legislative approval.	Current Process	Monthly – As Needed.	Current Requirement
Pre-Approval of Professional Consultant Services Contract Report		NEW REQUIREMENT	
Professional Consultant Services Contracts (PCS) contracts between \$10K – 50K with <i>“projected total” that would exceed 50K during the life of contract</i> – <u>must be entered as PCS that go on agenda for review.</u>	Enter into portal appear on agenda	Monthly - As Needed.	Procurement will handle submission of contract information to the state.
Pre-Approval of Professional Consultant Services Contract Report		Current Requirement	
Professional Consultant Services Contracts (PCS) over \$50K will continue to be reported to legislative counsel for review and approval.	Submit as is currently required to appear on agenda for review and approval.	Monthly – As Needed.	Procurement will enter these contracts as is done presently.