### Procurement Reporting Guidelines (Act 557)

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<th>Actions/Reports</th>
<th>Information Required</th>
<th>Submission Deadline</th>
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<tr>
<td>$100K + Technical and General Service Contracts Must Submit for Pre-Approval</td>
<td></td>
<td>NEW REQUIREMENT</td>
<td>WILL IMPACT UA DEPARTMENTS</td>
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</tbody>
</table>
| 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. | 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  
Anticipated approval time is minimum 45-60 days from submission to Procurement. This timeline does not include bidding. | Procurement will handle submission of contract information to the state. |
| $25K + Technical and General Service Contracts Vendor Performance Report | Enter into portal located on OSP website | Submit report at least 1 time every 3 months for the entire term of the contract and at the end of the contract.  
End-user Department will complete the VPR & submit to Procurement for review and submission to OSP. | 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). | 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. |
<table>
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<tr>
<th>Cooperative Contract Spend Report</th>
<th>NEW REQUIREMENT</th>
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| 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. |

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<tr>
<th>Professional Consultant Services Contract Report</th>
<th>Current Requirement</th>
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</table>
| 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 |

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<th>Pre-Approval of Professional Consultant Services Contract Report</th>
<th>NEW REQUIREMENT</th>
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| Professional Consultant Services Contracts (PCS) contracts between $10K – 50K with “projected total that would exceed 50K during the life of contract” must be entered as PCS that go on agenda for review. | Enter into portal appear on agenda  
Monthly - As Needed.  
Procurement will handle submission of contract information to the state. |

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| 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. |