

STATE CONTROLLER POLICY

MODEL CONTRACTS

- 1) Approved Model Contracts.** The Office of the State Controller (OSC) encourages the use of Model Contracts and has created approved models for the following types of agreements:
 - a. Personal Services,
 - b. Information Technology,
 - c. Interagency,
 - d. Grants,
 - e. Capital Construction, and
 - f. Real Property Leases for essentially unimproved land not requiring review by the Office of the State Architect-Real Estate Programs.

- 2) Use of Approved Model Contracts.** Agencies and Institutions of Higher Education shall use these Model Contracts as written, unless they obtain prior approval from the OSC to modify them or use a different form to address specific needs. Use of such models speeds up the review process and ensures that the latest provisions approved by the OSC and Office of the Attorney General are incorporated.

- 3) Modifications to Approved Model Contracts.** Agencies and Institutions of Higher Education shall minimize the number of modifications to Model Contracts, shall document any modifications in the contract file, and shall provide good reasons for making the modifications therefore. To speed up the review process for modified model contracts sent to the OSC for review, the OSC recommends that an electronic “track change” version be sent for review to the OSC.

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State Controller