

STATE CONTROLLER POLICY

Mixed Procurements and State Contracts

Fiscal Rule 2-2 requires the use of a state contract for personal service procurements in excess of \$100,000. This fiscal rule also provides that State contracts shall be used for personal service procurements when it is in the best interest of the State, regardless of the total amount of the purchase.

Mixed Procurements – Purchases that include both commodities and services. An example is the purchase of a computer where a service agreement is included in the purchase price. Another example is the purchase of printed materials where the cost of printing design and layout services is included in the total purchase price for the printed materials.

Use of State Contracts for Mixed Procurements:

- State contracts shall be used for mixed procurements when personal services are priced separately and the personal services total more than \$100,000.
- State contracts shall be used for mixed procurements when the personal services are not priced separately, and a reasonable estimate for personal services total more than \$100,000.
- State contracts are not required when the personal services are incidental to the total purchase.

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State Controller