

**CCU Topics & Updates: Highlights and News you can use
July 28, 2010**

PRESENTER	TOPIC	CLIFF NOTES
Kevin	RFPs as SOWs	RFPs should not be used in lieu of an SOW or in addition to an SOW
Kevin	Procurement Manual/Training	Please replace Acknowledgement page (typo fixed). Feedback welcome.
Kevin	Use of OSC Model Contracts and Modification Tools	OSC Guideline being prepared. Per OSC Policy, please use them. Do not make changes lightly and if made, highlight them for ease of review. OSC format preferred, but not mandatory as long as substantive provisions are the same and are in the same order.
Kevin	Weekly Email with Notices	Discussion of whether to send separate emails as issues arise or a weekly email with Word attachments.
Kevin	Interagency Agreement	New Model created 7/2/10-Shorter.
Kevin	CMS Task-Encumbrance Review-"Feeder" (nonCOFRS) Agencies and IHEs – See 7/2/10 email.	This email only applies to “feeder” Agencies and IHEs (those who do not use COFRS as their primary financial data entry system). The OSC is statutorily charged with verifying that appropriate funds are available and have been encumbered for each State commitment voucher (contracts and POs). When sending a contract to the OSC/CCU for approval, please provide evidence that the appropriate funds are for the contract are available and have been encumbered in your financial data system. This can be done as follows: <ol style="list-style-type: none"> 1. CMS Task. Create a task in the CMS record for your Controller or CFO to approve (the approval must be performed by that person) stating that the appropriate funds are available and have been encumbered; and/or 2. Hard Copy. Send a hard copy from your financial data system, initialed and dated by your Controller or CFO, showing that the appropriate funds are available and have been encumbered.
Kevin	GEO TEA & EPC Form Contracts	Use of these without modification is required absent pre-approval from GEO and the OSC. See 7/8/10 email for explanatory details.

Kevin	CMS-Completion of Personal Services review	<p>OSC Guideline being prepared.</p> <p>Such evidence may consist of any or all of the following:</p> <ol style="list-style-type: none"> 1. A hard copy, and/or 2. A scanned copy attached to the CMS record, and/or 3. A properly finished task in the CMS record (Status field marked “Closed” and Completed field marked “True”). Such task may be completed by either <ol style="list-style-type: none"> a. The person responsible for the Personal Services Review, or b. The contract administrator. In the “Task Creator Notes” field the contract administrator must specify who conducted the Personal Services Review, that person’s authority to do so, and the results of the review.
Kevin	Indemnification	New OSC Policy being drafted. Will cover use with Colorado Cities and Counties, Federal Govt., and all other entities/vendors. Draft will be submitted for comment.
Kevin	CMS Provision in Contracts	Please add the standard CMS provision in all contracts unless they are “pure” goods contracts, i.e., those lacking any services.
Kevin	Email Subject Lines-Reminder	<p>We’d sure appreciate it if you would help us out by providing more informative subject lines. We receive hundreds of emails a day from various agencies, and having a quick reference on who sent it to us and what it regards saves a lot of time and allows us to file and retrieve emails more easily. Here is our preferred format:</p> <ol style="list-style-type: none"> 1) Agency acronym (e.g.: DNR/DOW) 2) Vendor/Grantee Name (in this case the City of Denver) - use acronyms when appropriate to reduce length 3) Description of Agreement: Helpful, especially for modifications, but, not required – use acronyms when appropriate to reduce size (this could be EZM Grant Agt) 4) Description of reason for this email: helpful, not required; e.g., Approval 5) CMS #: If this is related to a contract, add the number when you have it
Kevin	Facebook Update	OAG working with NAAG and NACIO. Remember, same general principles apply to all social networking sites.
RaLea	OSC Approval Procedures	<ol style="list-style-type: none"> 1) Signature Pages must be attached 2) Amendments-Provide original documents with signatures in hard copy of CMS. 3) Bonds-Payment & Performance Dating 4) CMS Record-First Page requested
RaLea	OSC Approvals-COFRS-SUSF	Agencies should not approve COFRS expenditures (SUSF table) for contracts sent for OSC approval.
Barbara	HIPAA	Status of updates and information on OSC webpage.
Barbara	Highlighting Changes or	Please highlight changes via Track Changes or a memo outlining them.

	Reviews	
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