

STATE OF COLORADO PERSONAL SERVICES CONTRACT
Using the State of Colorado Contract

1. In the Title, after “State of Colorado” fill in the **specific state subdivision** which is entering into the contract. (e.g., department, agency, board commission.)
2. CLIN # - fill in contract routing number.
3. Fill in the **contract date**. The page 1 “contract date” serves as a general reference date but is not the date that allows the parties to begin work on the contract. Because Colorado law requires a contract to have State Controller approval, the **operative date to begin contract performance is the “effective date.”** The best practice is to **type** a date on page 1 in your **final draft** when you present it to the contractor for signature. If you have done several drafts with the contractor, use the date of the final document that you present to the Contractor for signature. **Remember: Any contract may contain several dates for different purposes. The “effective” date of a Colorado contract is when the State Controller has signed it. That date appears beneath his signature.**
4. Month parties agree
5. Year parties agree
6. Name of Department
7. Street address of Department
8. City of Department’s location
9. Zip code of Department’s location
10. In the title, fill in the **complete name of the Contractor**. The Contractor’s full legal name appears **2 places** in the contract, once on the front page and at the end on the signature page. **EACH** should match **exactly** and be identical to the business’ name on the Department of State website. www.sos.state.co.us (Click on Business Center and Search Business Database to search for records). Require the Contractor to verify the **legal entity name** if you cannot locate official documentation. Incorrect party names cause needless delay. Make sure that individuals use their complete legal names, not a nickname.

It is a good idea to put together a **checklist of information** you need right away from the Contractor: FEIN; complete legal name; entity type; place of entity formation; principal office address; evidence of authority to sign (Board minutes or a resolution if the signatory is not the president or vice-president). This is also a good time to check out the Contractor on the Secretary of State website and remind the Contractor that it will need to register at the Department of State if it is a foreign entity “transacting business” or “conducting activities” in Colorado. If the contract solicitation required an RFP, foreign entity authority should have been a requirement stated in the RFP or other formal solicitation.

11. Fill in the Contractor’s 1) **entity type** and 2) the State of **entity formation**. (e.g., a Maryland Limited Liability Company OR a Colorado non-profit association OR a Delaware Corporation).
12. Fill in the **mailing address of the principal offices of the Contractor**. If the Contractor is a Colorado company, its offices will generally be here. However, an out-of-state company will probably have principal offices in its state of incorporation (or elsewhere out of state) and a “local” office in Colorado, if any. **You will probably need to ask the Contractor/vendor representative to obtain the location and mailing address of the principal offices.**
13. City, State, and Zip Code for contractor
14. Fill in the type of procurement which preceded this acquisition (e.g., RFP, documented quote),
15. If the award was sole source or selected in accordance with other law or grant, fill in this law or grant.
16. Colorado Revised Statute (CRS) cite - Fill in the complete legal citations to state or federal statutes and regulations that provide the authority for the State (and your agency/department) to enter into the contract.
17. Other authority to enter into this contract - Fill in the other authority and general purpose or purposes for which authority has been granted.
18. Brief description of what State requires - Fill in the acquisition, purchase or service to be provided by the Contractor
19. Type in the beginning date, either the date from blank 3 or a contract specific beginning date (lease date or performance start date). The beginning date in the contract TERM can be the date that you want performance to actually begin if it happens to be later than the effective date (Controller signature), as in a lease. However, usually the beginning

date will repeat blank 3 “**contract date.**” The “**effective**” date of a Colorado contract is when the State Controller has signed it. That date appears beneath his signature.

20. Type in the **Final Date** through which the contract will extend. This may often be a month or two beyond the date for which work has actually been planned and set out in the SOW to give the Contractor and State some flexibility.
21. Maximum compensation amount in dollars
22. For multi-year contracts, fill in the dollar amount for each fiscal year (a, b, and c)
23. For multi-year contracts, fill in the fiscal year for each fiscal year (a, b, and c)

NOTE: In Paragraph 7.2, information for the contractor’s mailing address should be obtained on form W-9 and this information should be entered into the Vendor Table in COFRS.

24. Fill in a negotiated warranty period. If no warranty is offered by the Contactor, **ask for one.** If further explanation regarding warranty details is needed (e.g. there is not enough room in the contract to write out the warranty terms), write additional warranty terms in the Statement of Work exhibit. (e.g., there are different warranty periods for equipment of different types, OR different warranty periods for services than for equipment parts).
25. Name, Title, Address, and Telephone for Department to receive notices from Contractor
26. Name, Title, Address, and Telephone for Contractor to receive notices from Department. Note:
27. List of Exhibits in order of precedence. Exhibit B will include all modifications to the contract provisions, if any. **DO NOT MODIFY THE PROVISIONS IN THE CONTRACT. DO THIS IN EXHIBIT B.**

SEE MODIFICATION POLICY ON THE USE OF OPTIONS 2 THROUGH 6.