

## CHAPTER II

### ROUTING CONTRACTS TO THE CENTRAL APPROVERS

#### **SECTION 1**

##### **AUTHORITY AND DUTIES OF THE CENTRAL APPROVERS**

There are several agencies in the state that perform oversight and approval of specific functions of state government. All of these agencies, or central approvers, are required to perform their oversight and approval functions by statute. These central approvers include the State Personnel Director, the Division of Central Services, the Division of Telecommunications, the Division of State Purchasing, the State Buildings Program, the Attorney General's Office, and the State Controller's Office. Depending on the type and purpose of the agreement an agency of the state is processing, the law may require approval from one or more of these central approvers prior to finalizing the agreement with the other party.

The State Personnel Director (Director) is required to review most contracts, purchase orders, or other agreements that are utilized by state agencies to acquire personal services. The purpose of this review and approval is to ensure that the Civil Service Amendment to the State Constitution and other relevant statutes are not implicated through the use of personal service agreements. There are four exceptions to this law, they are as follows:

1. Intergovernmental agreements. These are agreements between two or more state agencies, agreements between the state and its political subdivisions, or agreements between the state, federal government, or other states.
2. Civil Service Exempt agreements. These are agreements for the acquisition of services performed by persons exempt from civil service by Section 13, Article XII of the State Constitution and statutes enacted pursuant to that section.
3. Short term agreements. These are agreements for terms of six months or less **and** for services which are not expected to recur on a regular basis.
4. Waived agreements. These are agreements that have program approval of the Director. Upon **written** request by an agency, the Director may determine that successive review of the same type of agreement is not necessary. The Director will provide written authorization to the agency to suspend the need for individual agreement review in these cases.

The Division of Central Services is responsible for providing state agencies within Adams, Arapahoe, Denver, and Jefferson county certain services. If a state agency within one of these counties wishes to purchase one of the following services from a different vendor they must have the approval of the Director of the Division of Central Services. These services include motor pool operation, motor vehicle maintenance, mail or messenger services, office copying, graphic design for print media, printing and binding, microfilming, or design of management forms.

The Division of Telecommunications is responsible for the state's communication network and equipment. Agreements for communication systems involving telephone, radio, microwave, teletype, closed circuit television, or automated data processing communications systems require the approval of the State Communications Coordinator.

The Division of Purchasing is responsible for the vendor selection process and for establishing rules dealing with this process. There are different levels of delegation that the Division of Purchasing grants to state agencies and along with this delegation there are different dollar amounts established for each bid process. If an agency is not sure of its delegation or the bidding rules they should contact the Division of Purchasing. Without the Division of Purchasing or a delegate's approval, agreements cannot be processed and approved by the other central approvers.

The State Buildings Program is responsible for all real estate transactions and all capital construction and controlled maintenance projects for all state agencies, except for those specifically exempt by statute. Agreements for these type of transactions must be submitted to and approved by the Director of the State Buildings Program or a delegate appointed by the Director. Without this approval agreements cannot be processed and approved by other central approvers.

The Attorney General's office is responsible for reviewing state contracts for compliance with the State Constitution, State Statutes, regulations, and executive orders. This review also ensures the authority of the agency to enter into the agreement and for legal sufficiency. The Attorney General's office also acts as an advisor to the state controller on the subject of state agreements. The only state contracts that do not require a review by the Attorney General's office are inter-agency agreements and any agreements where a waiver of legal review has been granted by the state controller.

All state contracts that create a liability for the state must be signed by the state controller or a delegate of the state controller. The state controller is responsible to ensure that funds are available for the liabilities incurred when state agencies write contracts and that the person at the agency incurring the liability is authorized to sign contracts. The state controller also reviews the contract to see if the prices are fair and reasonable, that the funding source of the contract is correct, and finally executes and validates the contract by signing it. All delegates of the state controller assume these responsibilities when they are delegated by the state controller.

**SECTION 2**  
**DELEGATED SIGNATURE AUTHORITY**

At the present time, agencies may request delegation from the following central approvers:

- ♦ Division of Purchasing;
- ♦ State Buildings Program;
- ♦ State Controller; and
- ♦ Attorney General (if the agency has an attorney designated as an Assistant Attorney General by the Attorney General).

The requirements for each delegation are different and agencies should contact the specific central approver for whom they wish to be delegated, except for the Attorney General's delegation which is handled through the State Controller's Office. All other central approvers may waive their review or approve an agreement, but cannot delegate their authority. For more information about requesting state controller delegation please see Chapter IV of this procedure.

***SECTION 3***  
***RETENTION AND ARCHIVING OF STATE CONTRACTS***

The State Controller's Office keeps one original contract for every contract they execute. Delegates of the state controller are required to maintain an original of every contract that they sign for the state controller. At the present time contracts must be keep for at least six years after the end of the contract term.

**SECTION 4**  
**CONTRACT TYPE DESIGNATION**

The following is a listing of the types of contracts that are currently designated by the CATF:

All contract types that are prefixed with the letter “A” are classified as personal service contracts, personal service is defined as any time, effort or labor done by a human being. As such, they are statutorily required to be reviewed by the Department of Personnel Privatization Program.

Personal Services - Professional/Technical Category A1  
*Examples of the types of services in this category are: training, consulting, temporary services that are professional in nature, computer programmers, etc. If the services are specialized, require certification and/or training, or the individuals are experts in a particular field(s) they should be listed under this category.*

Personal Services - Non-Professional/Support Category A2  
*Examples of the types of services in this category are: janitorial services, laundry services, trash removal services, temporary non-professional services, moving services, etc.*

Personal Services - Purchased Services Category A3  
*Purchased Services are services that directly benefit individuals or groups of individuals in the public at large (not services that benefit a specific state agency nor individuals who are incarcerated). For example: HIV Prevention, Alcohol/Drug Abuse Prevention, Breast Cancer Screening, physician services for Medicaid clients, Youth Crime and Intervention Program, any services provided to students of higher education institutions (guest lecturers, entertainment), employment services, translator services, etc.*

Personal Services - Architect/Engineer/Construction Services or Trades Category A4  
*Contracts for capital construction are included in this category.*

Personal Services - Equipment Maintenance/Repair Category A5  
*This category includes security alarm and/or fire monitoring, equipment maintenance, and repair as well as repairs and maintenance to other equipment including computers.*

Personal Services - Exempt Category A6  
*There are two criteria for this category and a specific service may qualify under either one. The first criteria is acquiring services that are exempt from the state classified system, examples are attorneys and professors. The second criteria is for non-recurring services lasting six months or less AND the need for the services (not the vendor) is not expected to recur on a regular basis. Any type of services that are department or institution wide and occur year after year, month after month, week after week, or day after day do not meet this criteria (temporary help). Services that do meet either criteria are exempt from the Department of Personnel review, but they are still required to be reported on the annual report..*

Personal Services - Grants Category A7  
*This category includes grants made to non-political subdivisions with other than federal funds.*

Personal Services - Pass Through Grants Category A8  
*This category includes grants made to non-political sub-divisions using federal funds. See the definition of subrecipient grants immediately following these definitions.*

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Loans	DD
Inter-Agency Agreements <i>This category includes contracts made between two agencies of the State of Colorado.</i>	EE
Intergovernmental Agreements <i>This category includes contracts made between an agency of the State of Colorado and another political sub-division, such as the federal government, other states, counties, cities, towns.</i>	FF
Pass Through Grants to Political Sub-divisions <i>This category includes grants made to political sub-divisions with federal funds. It does not include inter-agency grants. See the definition of subrecipient grants immediately following these definitions.</i>	GG
Grants to Political Sub-divisions <i>This category includes grants made to political sub-divisions with other than federal funds. It also includes all inter-agency grants regardless of funding source.</i>	G1
Easements/Right of Way - Requiring State Buildings Review	H2
Easements/Right of Way - Not Requiring State Buildings Review	H3
Real Estate - Purchases or Exchanges	I1
Real Estate - Sales	I2
Leases	L1
Leases Statutorily Exempt from State Buildings Review	L2
Escrow in Lieu of Retainage Agreements	NN
Information Technology Equipment <i>This category is for equipment only and does not include personal services. If personal services are included use a contract type with an "A" prefix</i>	PP
Settlement Agreements with Current or Former Employees	R1
Other Settlement Agreements	R2

## ***Subrecipient Grants and Required Reporting***

Financial officers of the state are required to correctly report and record the financial transactions and financial condition of the state. In order to accomplish this task financial officers must be able recognize and distinguish between the different types of obligations assumed by the state. The following information should be shared with agency financial officers to enhance their reporting capabilities.

The State Auditor's office has identified a problem with agencies correctly reporting subrecipient grants on the schedules K1 and K2 for the state financial statements. The following definitions and examples will enable agencies to identify these types of grant contracts, include the required language in these contracts, and correctly report the disbursements on schedules K1 and K2.

**Definitions:**

**Vendor** An entity hired by a state agency to provide goods and/or services to that state agency. Typically this is a buyer/seller relationship in which the seller has no Responsibility to help an individual meet the requirements to receive an assistance award.

Example: The Department of Health Care Policy and Financing receives federal financing assistance to provide medical care to certain individuals, the department enters into service contracts with doctors and hospitals to provide this medical care. The doctor and hospital contracts are not subrecipient grants.

**Subrecipient** Any person or government department, agency, or establishment that receives federal financial assistance to carry out a program through a state or local government, but does not include an individual that is a beneficiary of such a program. Subrecipients typically have a responsibility to help individuals meet the requirements to receive an assistance award and are held responsible by the contract for complying with the specific audit requirements of the original award and for the general requirements for receiving federal financial assistance. If any such language is included in the contract there is a possibility that a subrecipient relationship exists between the parties to the contract.

Examples: A city or county government receives federal financial assistance which it disburses to a state department or agency, which in turn disburses to landlords to pay the rent for qualified individuals as an assistance award. The state department is the subrecipient.

A state department of education receives federal assistance, which it disburses by a formula to local school districts within the state. The school districts are the subrecipients.

The county commissioners receive federal funds for food programs for elderly individuals. These funds are disbursed to not-for-profit organizations to support their food programs. The not-for-profit organizations are the subrecipients.

The Department of Human Services receives federal funds, which are disbursed to county governments. The county governments are the subrecipients.

Another indication that a contract is a subrecipient grant contract is if the primary recipient of federal funds is responsible for all of the following when federal assistance of \$25,000 or more is passed through in a single subgrant to one or more subrecipients.

1. Determines whether subrecipients have met the applicable federal audit requirements.
2. Determines whether the subrecipient has controls in place to ensure that the federal financial assistance is expended in accordance with applicable laws and regulations.
3. Ensures that appropriate corrective action is taken within six months of a subrecipient's auditor's report that identifies reported instances of noncompliance with applicable laws and regulations.
4. Considers whether subrecipient audits may necessitate adjustments of the primary recipient's records.
5. Requires each subrecipient to permit independent auditors to have access to their records and financial statements as necessary to comply with federal audit requirements.

**State Financial Reporting Requirements for Subrecipient Grants**

Program managers should be aware that their accounting offices will be advised to review the contract for particular language and requirements when they are attempting to determine whether or not a contract is a subrecipient grant contract and if it should be reported on schedules K1 or K2. The following table specifies the accounting and reporting treatment for subrecipient/vendor transactions. See Open/Close Instructions Chapter 3 Section 6.14-15 for Exhibit K1/K2 reporting requirements.

	<b>DISBURSOR</b>	<b>RECIPIENT</b>
<b>Vendor Relationship Contract</b>		
	Code payments using object code indicating type of good or service purchased. Report expenditure on Exhibit K1/K2. Disbursor is responsible for ensuring that expenditure is an allowable cost.	Code receipts using revenue source code indicating type of good or service sold. Do not report on the Exhibit K1/K2.
<b>Subrecipient Relationship Contract</b>		
<b>With Another State Agency</b>	Code disbursement using object code 5771-Grants to Other State Agencies. Report on the Exhibit K1/K2. In general, disbursor is responsible for determining if recipient is a qualified recipient and for monitoring if recipients expenditures are allowable costs.	Code receipt using revenue source code 7501-7523-Fed Grant/Cont-Subrecipient (Dept). Do not report on Exhibit K1/K2. Recipient is responsible for helping disbursor comply with grant requirements.
<b>With a Non-state Entity</b>	Code disbursement using object code 51XX-Intergovernmental Grants or 5781-Grants to Non-Gov/Organizations. Report on the Exhibit K1/K2. In general, disbursor is responsible for determining if recipient is a qualified recipient and for monitoring if recipients expenditures are allowable costs.	Code receipt using revenue source code 7500-Fed Grant/Cont-Subrecipient-Other. Report on the Exhibit K1/K2. Recipient is responsible for helping disbursor comply with grant requirements.

**SECTION 5**  
**METHODS OF ROUTING CONTRACTS**

**A. USING A CONTRACT ROUTING SLIP** (see page 16)

Agencies that do not use COFRS as their primary accounting system may submit agreements to the State Controller's Office for routing to central approvers by attaching a routing slip. The submitting agency must complete the following fields of the contract routing slip:

*Section 1 - Contract Information / Encumbrance Request*

- ♦ Agency Name - enter the name of the agency that will pay for or provide materials for the services or goods described in the agreement.
- ♦ COFRS Agency ID - enter the alpha code assigned to the agency whose name appears in the Agency Name field.
- ♦ Division or Program - enter the name of the division or program that is a party to the agreement through the State Department.
- ♦ Routing Number - enter the combination of the Fiscal Year when the agreement term begins and the unique identifying number of the contract.
- ♦ Number of Copies Attached - enter the number of copies of the agreement that are being sent to the State Controller's Office.
- ♦ Return Contract To, Phone and Fax - enter the name, the phone number, and fax number of the person the agreement should be sent to once it has been approved by all required central approvers.
- ♦ Agency/Division Program Contact Name and Phone Number - enter the name and phone number of the person that a central approver should contact if there is a problem with the contract.
- ♦ Agency Encumbrance Contact, Phone and Fax - enter the name, phone number, and fax number of the person responsible for encumbering the funds for the agreement.
- ♦ Statewide Master Contract Log Type - enter the two digit code from Chapter II, page 5 for the type of agreement that the agency is processing.
- ♦ Multi-Year Contract and MYC End Date - check the "Yes" box if the contract term will extend beyond the current Fiscal Year, check the "No" box for all other agreements. Enter the term end date if you checked the "Yes" box.

- ♦ Delegated Contract, Non-Delegated Contract - check the “Delegated” box if your agency has been delegated signature authority by the state controller for this type of agreement. Check the “Non-Delegated” box for all other agreements.
- ♦ Original Contract, Amendment, Change Order, Supplement, and Lease - check the boxes that apply to the agreement.
- ♦ Vendor Name and Vendor Code - enter the name of the vendor and the vendors tax identification number.
- ♦ Contract Encumbrance Amount - enter the amount of the liability for the agreement that should be incurred in the current Fiscal Year.
- ♦ Amendment, Change Order, or Supplement Increase or Decrease - check the box that applies to the agreement.
- ♦ Appropriation Information - check the appropriate box for a long bill or special bill appropriation. Enter the Fiscal Year the long bill appropriation is related to, or, enter the Fiscal Year and the number of the special bill where the appropriation is recorded.
- ♦ Comments - this field is reserved for comments by the State Controller’s Office.

*Section 2 - Method of Procurement*

- ♦ Procurement Type Boxes - check the box that relates to the type of procurement used to select the vendor named in the agreement.
- ♦ RFP/Bid Number - write the number of the RFP or bid, if applicable.

*Section 3 - Routing Sequence*

- ♦ Agency Release Date - enter the date of the day that the agreement is forwarded to the State Controller’s Office.
- ♦ Signature - reserved for the person who forwards the agreement to the State Controller’s Office.
- ♦ Routing Sequence - enter the numeric order to the left of the central approvers name for the correct routing sequence to be followed for this agreement.

When the agreement is received by the State Controller’s Office, the routing technician will access COFRS and input a CLIN record for the agreement and route the agreement to the first central approver identified on the routing slip. The routing sequence number from the routing slip will be entered in the “Ref #” field of the CLIN record.

## B. USING THE CLIN TABLE IN COFRS

### *Required Use of the CLIN Table*

Agencies that use COFRS as their primary accounting system are required to submit agreements to the State Controller's Office for routing to central approvers by completing a record on the CLIN table in COFRS. They may also use this table as their required log for delegated and/or waived contracts.

### *Optional Use of the CLIN Table*

The CLIN table may be used for delegated contracts as well as those sent that must be forwarded to a central approver.

The CLIN table may also be used for other types of documents that are required to be sent to a central approver. However, in that situation the documents will not follow the same path as agreements and they should be sent directly to the central approver involved in the review and approval.

## C. AGENCY PROCEDURES FOR USING THE CLIN TABLE

The purpose of this procedure is to describe the actions to be taken by state agencies prior to routing contracts, amendments, change orders, and supplements that require approval by a central approver. This procedure also describes some suggested actions to be taken by the agencies after they receive these agreements back from the central approvers.

The term "agreements" used in this procedure refers to contracts, amendments, change orders, and supplements to contracts.

All agreements that require approval by any central approver must be entered onto the CLIN table in COFRS and forwarded to the SCO Routing Technician for processing and forwarding to the central approvers.

### *Responsibilities of the Agency Routing Technician*

- Step 1: Determine the correct routing sequence that the agreement must follow.
- Step 2: Log on to COFRS and access the CLIN table.
- Step 3: Change the Action field to an "A" for add and complete all of the fields on the table per the COFRS User Reference Manual instructions (see pages 17-25). Then press "enter", the table will automatically assign the next routing number to your record.
- Step 4: Screen print the CLIN table and the matching record on the CLI2 table.
- Step 5: Route the agreement for all internal agency approvers and required signatures, except for any delegate authorized to sign for the state controller. If your agency has the

required delegation that allows your agency to do the procurement without the assistance of State Purchasing, please ensure that there is a line on the CLIN table for the agency purchasing agent. If your agency does not have this level of delegation, you must attach a copy of the Verification Letter (see pages 26-27) prepared by State Purchasing for this particular procurement.

Step 6: Forward the agreement packet, which includes the required number of signed agreements, a screen print of the CLIN and CLI2 tables, the encumbrance document, a State Purchasing Verification Letter if necessary, and any other pertinent correspondence to the State Controller's Office, Attention: Contract Routing Technician.

When agreements are returned from a central approver the ownership field will be an "A". This will allow agencies to add any additional approvals or other information, such as distribution date, that are required or desired. If someone within your agency has been delegated to sign contracts for the state controller the agreement packet should be forwarded to them at this time and a line on the CLIN table should be available and labeled for their approval date.

#### **D. CENTRAL APPROVER PROCEDURES FOR USING THE CLIN TABLE**

The purpose of this procedure is to describe the actions to be taken by the Contract Routing Technician (Technician) in the State Controller's Office when contracts, amendments, change orders, and supplements that require approval by a central approver are received by SCO. This procedure also describes the actions to be taken by the central approvers after they receive these agreements from SCO.

The Technician's efforts are meant to speed up the delivery of agreements submitted by agencies to the central approvers and to return agreements to the agencies in a timely manner. The Technician position is not created to act as a pre-approval step for the central approvers nor to answer questions of agreement approvability. However, questions about the location of a particular contract may be asked of the Technician. The Technician will follow a matrix developed by the SCO contract approval section to route contracts to central approvers and will clarify any questions concerning agreement routing with the SCO contract approval section. The term agreements used in this procedure refers to contracts, amendments, change orders, and supplements to contracts.

##### *Responsibilities of the SCO Contract Routing Technician*

When agreements are received from the agencies before noon.

Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a "C" for change in the action field of the table.

Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print. Compare the routing

sequence with the contract routing matrix and ensure that the routing sequence is correct. If there is a question about routing sequence take the agreement to the SCO contract approval section for guidance.

- Step 3: Enter the current date in the RECV date field on the line for the first central approver as indicated by the routing sequence.
- Step 4: Complete the first RECV date for all agreements then separate all of the agreements by the first central approver indicated on the routing sequence.
- Step 5: Place the agreements in a separate green tub for each central approver and complete a mailing label to send the agreements to the first central approver.

When agreements are received from the agencies after noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a “C” for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print. Compare the routing sequence with the contract routing matrix and ensure that the routing sequence is correct. If there is a question about routing sequence take the agreement to the SCO contract approval section for guidance.
- Step 3: Enter tomorrow’s date in the RECV date field on the line for the first central approver as indicated by the routing sequence.
- Step 4: Complete the first RECV date for all agreements then separate all of the agreements by the first central approver indicated on the routing sequence.
- Step 5: Place the agreements in a separate green tub for each central approver and complete a mailing label to send the agreements to the first central approver.

When agreements are received from the central approvers before noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a “C” for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print, determine whether all of the required central approvers have seen the agreement. If they have, return the agreement to the agency by placing it in the agency mail box in SCO and skip steps three through five.

- Step 3: If the agreement has not been routed to all of the required central approvers listed on the routing sequence, enter the current date in the RECV date field on the line for the next central approver as indicated by the routing sequence.
- Step 4: Complete the RECV date for all agreements then separate all of the agreements by the next central approver as indicated on the routing sequence.
- Step 5: Place the agreements in the green tubs and complete a mailing label to send the agreements to the next central approver.

When agreements are received from the central approvers after noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a “C” for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print, determine whether all of the required central approvers have seen the agreement. If they have, return the agreement to the agency by placing it in the agency mail box in SCO and skip steps three through five.
- Step 3: If the agreement has not been routed to all of the required central approvers listed on the routing sequence, enter tomorrow’s date in the RECV date field on the line for the next central approver as indicated by the routing sequence.
- Step 4: Complete the RECV date for all agreements then separate all of the agreements by the next central approver as indicated on the routing sequence.
- Step 5: Place the agreements in the green tubs and complete a mailing label to send the agreements to the next central approver.

### Responsibilities of the Central Approvers

Each central approver is responsible for completing all fields for their line(s) on the CLI2 table, except for the RECV date field, and ensuring that all fields in the header that concern them are correct. The SCO Contract Routing Technician will complete only the RECV date field on each central approvers line(s).

In order to make changes to the CLI2 table your first step will be to log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement you are reviewing. Enter a “C” for change in the action field.

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The following conventions are to be used by each central approver as they review, approve, and/or disapprove contracts.

RECV field - If you have logged out a contract that you are holding for more information, enter HOLD in the SENT TO field, enter the date you received the information from the agency on your second line in this field.

REVW field - Enter the month and day that you reviewed the contract.

SENT field - Enter the date that you forwarded the contract or contacted the agency for information.

SENT TO field - Enter one of the following codes depending on where you forwarded the contract or if you contacted the agency for information:

- Sent to agency - enter AGCY
- Sent to State Controller's Office - enter DOAC
- Sent to the Attorney General - enter ATGN
- Sent to Purchasing - enter PURC
- Sent to Department of Personnel - enter PERS
- Sent to State Buildings - enter SBPS
- Sent to Risk Management - enter RISK
- Held for agency response - enter HOLD

ACT field - Enter the action you decided to take on the contract, either an "A" for approval or "D" for disapproval.

ERROR CODE field - Enter the disapproval code from the CERR table that matches your reason for not approving the contract.

COMMENTS field - Enter any comments you wish to make or use as a third line if you have already reviewed the contract twice.

After you have completed all of the fields on your line(s) press enter, if the table is updated with your information a message will appear at the bottom of the screen that says ALL LINES CHANGED. You will get an error message if you enter an error code that is not on the CERR table and none of your information will have been updated.

Once all of your information has been added to the table, please ensure that the ownership flag is an "A", this will allow agencies to enter any other information they may want on the CLIN table once the agreement has been returned to them. Then return the contract to SCO for further routing or forward it to the agency if it needs to be corrected or if you are the final central approver on the routing sequence.

## **E. REPORTS PRODUCED FROM THE CLIN TABLE** (see pages 28-36)

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## STATE OF COLORADO CONTRACT ROUTING / DOCUMENTATION FORM

<b>SECTION 1</b>					<b>CONTRACT INFORMATION / ENCUMBRANCE REQUEST</b>				
AGENCY NAME			COFRS AGENCY ID (ALPHA)		DIVISION OR PROGRAM (for contract review and billing purposes)				
ROUTING NUMBER	(Fiscal Year)		(Contract Number)		(Optional)		AMENDS ROUTING NUMBER		NUMBER OF COPIES ATTACHED
RETURN CONTRACT TO					PHONE		FAX		
AGENCY / DIVISION PROGRAM CONTACT							PHONE		
AGENCY ENCUMBRANCE CONTACT					PHONE		FAX		
<b>CONTRACT INFORMATION</b>									
Statewide Master Contract Log (SMCL) Type _____					Multi-Year Contract <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Delegated Contract			<input type="checkbox"/> Non-Delegated Contract			MYC End Date _____			
<input type="checkbox"/> Original Contract		<input type="checkbox"/> Amendment		<input type="checkbox"/> Change/Order		<input type="checkbox"/> Supplement		<input type="checkbox"/> Lease	
Vendor Name (As Entered on Vendor File) _____					Vendor Code _____				
Contract Encumbrance Amount \$ _____									
If Amendment, Change Order, or Supplement, is this an... <input type="checkbox"/> Increase OR <input type="checkbox"/> Decrease									
Appropriation Information: <input type="checkbox"/> Long Bill <input type="checkbox"/> Special Bill State Fiscal Year _____ Bill Number _____									
Comments: _____									
(For DOAC use only)									
<b>SECTION 2</b>		<b>METHOD OF PROCUREMENT</b>							
<input type="checkbox"/> Formal RFP		<input type="checkbox"/> Informal RFP		<input type="checkbox"/> Sealed Bid		RFP/Bid Number _____			
<input type="checkbox"/> Sole Source		<input type="checkbox"/> Emergency		<input type="checkbox"/> Special Circumstance _____					
<input type="checkbox"/> Refer to Pre-Approved Justification Attached <input type="checkbox"/> Other (Identify) _____									
Approval is dependent upon adherence to State Procurement Rules. Failure to reference the RFP/Bid number or to include a pre-approved justification for Sole Source, Emergency, or Special Circumstance procurement will cause delays in obtaining a contract approval.									
<b>SECTION 3</b>		<b>ROUTING SEQUENCE</b>							
Agency Release Date _____					Signature _____				
		DATE RECEIVED			SIGNATURE	DATE FORWARDED			
DIVISION OF PURCHASING									
RETURNED TO DIVISION OF PURCHASING									
DEPARTMENT OF ADMINISTRATION									
DEPARTMENT OF PERSONNEL									
RETURNED TO DEPARTMENT OF PERSONNEL									
STATE BUILDINGS DIVISION									
ATTORNEY GENERAL									
RETURNED TO THE ATTORNEY GENERAL									
DIVISION OF ACCOUNTS AND CONTROL									
RETURNED TO ACCOUNTS AND CONTROL									
AGENCY									
OTHER									
NOTE: Contracts must be in compliance with the State Controller's Fiscal Rules (Chapter 3), the Colorado Procurement code and rules, and the Department of Personnel Statutes and rules. The above routing blocks must indicate the numeric routing sequence for the attached contract. The Agency Release Date and Signature are to be completed by the agency representative initiating the CONTRACT/ROUTING DOCUMENTATION FORM.									

ORIGINAL CONTRACTS and AMENDMENTS: ATTACH the white and yellow copies to the contract or amendment being routed. SEND the goldenrod copy to the agency accounting office. RETAIN the pink copy for your records.

395-53-07-0085 (R 12/92)

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**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.1

USER REFERENCE MANUAL

SYAD RELEASE: 02/30/96

## Contract Logging Inquiry Table (CLIN) Agency Defined

<b>PURPOSE</b>	<p>The Contract Logging Inquiry Table (CLIN) provides agencies with a screen to track the flow/routing of proposed contracts or other documents through their agencies. It gives basic information on the document, showing the document's current location, who has already approved it, who still needs to approve it, and how long the approval process is taking.</p> <p>This table's primary application is to monitor the approval of contracts. In conjunction with the Contract Logging Inquiry Table - 2 (CL12), which shows approval by central control agencies, it establishes a Statewide routing/tracking system for documents requiring central approval, such as procurement documentation for personnel services or purchased services.</p>
<b>FUNCTION</b>	<p>Many header fields (#4 - #10, #12 - #19) may be modified through the Contract Logging Inquiry Table - 2 (CL12) when the Owner field is 'C' (Central).</p>
<b>TIMING</b>	<p>A record must be added to this table before a contract is routed to a central control agency for approvals.</p>
<b>KEY FIELDS</b>	<p>Agency Fiscal Year Routing Number</p>
<b>PROCEDURE</b>	<p>All MTI actions except the (D)delete action may be performed on this table. To indicate that a routing document has been voided or discontinued, change the Type field to 'V' (Voided Record). NOTE: The (C)hange action cannot be performed if the Owner field is 'C' (Central).</p>
<b>TABLES UPDATED</b>	<p>Contract Logging Inquiry Table - 2 (CL12)</p>

# CONTRACT ♦ PROCESSING ♦ GUIDE

**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.2

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

## Contract Logging Inquiry Table (CLIN)

CONTRACT LOGGING INQUIRY TABLE									
ACTION	SCREEN	CEIN	USERID						
(1)	(2)	(3)	(4)	(5)	(6)				
FY	AGCY	ROUT #	CNTR/PO	TYPE	TOTAL AMT				
(7)	(8)	(9)	(10)	(11)	(12)				
START DATE		END DATE		ORRER	LINE TOTAL				
(13)		(14)		(15)	(16)				
DESE				SEL METHD	REP/BIDF				
(17)				(18)	(19)				
GE/CH	PROJ	BILLE	PAGE	AG BIL CODE					
(20)	(21)	(22)	(23)	(24)					
VENDOR CODE					ENTRY DAT				
(25)					(26)				
ROUTING - PR	PUR/BID	AG	DDAC	USER	REF				
(27)	(28)	(29)	(30)	(31)	(32)				
PRG CONTACT				PH	FAX				
(33)				(34)	(35)				
ACCT CONTACT				PH	FAX				
(36)				(37)	(38)				
SO	DATE (MONTH/DAY)	SENT	ERROR						
(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
NOVEN/UNIT	RECV	REVH	SENT	TO AET CODE					
(49)	(50)	(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)
									COMMENTS
									(59)

Field	Length	Definition
1. FY (Fiscal Year)	2	Key field - required. Enter the last two digits of the fiscal year of the proposed contract or purchase order in 'YY' format. The year must be valid on the Fiscal Year Table (FSYR).
2. AGCY (Agency)	3	Key field - required. Enter the code of the agency originating the document to be tracked. The code must be valid in the Agency Table (AGCY).
3. ROUT # (Routing Number)	5	Key field - system-maintained. An automatically generated sequence number is displayed.
4. CNTR/PO (Contract/Purchase Order)	1	Required. Enter 'P' if the procurement will be acquired through a purchase order transaction, 'C' if it will be acquired through a service contract, or 'O' for other types of documents requiring routing/central approval.
5. TYPE	2	Required. Enter the code from the Contract Type Table (CTYP) that best describes the purchase.

# CONTRACT ♦ PROCESSING ♦ GUIDE

**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.3

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

- |  |       |  |
|--|-------|--|
| 6. TOTAL AMT<br>(Total Amount)                                 | 14    | Optional. Enter the total value of the procurement, including any amount spent in a prior fiscal year and amounts to be spent in future fiscal years.  |
| 7. START DATE  | 2 2 2 | Optional. Enter the term starting date of the contract or purchase order in 'MMDDYY' format. The date must be valid in the Calendar Date Table (CLDT).   |
| 8. END DATE  | 2 2 2 | Optional. Enter the term ending date of the contract or purchase order in 'MMDDYY' format. The date must be valid in the Calendar Date Table (CLDT).   |
| 9. OWNER   | 1     | System-maintained; defaults to 'A' on an (A)dd action. 'C' (Central) is displayed if a central control agency has ownership of the document. 'A' (Agency) is displayed if an operating agency has ownership of the document.                     |
| 10. ENC TOTAL<br>(Encumbrance Total)                           | 14    | Required. Enter the value of the purchase order or contract for the fiscal year shown in the Fiscal Year field (#1). If unknown, enter zero (0). A negative total is permitted.  |
| 11. DESC<br>(Description)                                      | 34    | Optional. Enter any comments about this contract or document.  |
| 12. SEL METHD<br>(Selection Method)                            | 1     | Required. Enter a valid code from the Selection Method Table (SELM) indicating the method used to select the vendor.   |
| 13. RFP/BID#<br>(Request for Proposal/Bid Number)              | 14    | Required if the Selection Method field (#12) is 'B' or 'F'; otherwise optional. Enter the number of the request for proposal or bid used to procure this contract.   |
| 14. CC/CM<br>(Capital Construction/<br>Controlled Maintenance) | 1     | Required. Enter 'Y' (Yes) if this contract is for capital construction or controlled maintenance or 'N' (No) otherwise.  |
| 15. PROJ#<br>(DOAC Project Number)                             | 6     | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the six-digit project number assigned to this construction or maintenance contract by DOAC.   |
| 16. BILL#<br>(Bill Number)                                     | 2 2 4 | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the legislative bill authorizing the capital construction or controlled maintenance.<br><br>• In the first two characters, enter 'HB' (House Bill) or 'SB' (Senate Bill). |

# CONTRACT ♦ PROCESSING ♦ GUIDE

**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.4

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

- In the next two characters, enter the fiscal year ("YY") in which the bill was introduced. The year must be valid on the Fiscal Year Table (FSYR).
  - In the last four characters, enter the bill number assigned to the bill.
- |  |       |   |
|--|-------|---|
| 17. PG<br>(Page)                                       | 3     | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the page number in the legislative bill that authorizes the capital construction or controlled maintenance.  |
| 18. AG BILL CODE<br>(Attorney General<br>Billing Code) | 2 2 5 | Required if the Contract/PO field (#4) is 'C'. If approval by the Attorney General's office is required for this contract, enter the Attorney General's billing code for this contract. The code must be valid on the Attorney General Billing Code Table (AGBC). If approval is not required, enter either 'WAIVED' or 'WAIVER' in this field.   |
| 19. VENDOR CODE  | 11    | Required. Enter the vendor code of the proposed vendor. The code must be valid on the Vendor Table (VEND). Miscellaneous vendor codes are not allowed.  |
| 20. Vendor Name  | 29    | System-maintained. The name of the proposed vendor is displayed.  |
| 21. ENTRY DATE   | 2 2 2 | System-maintained. The date when this record was added to the table is displayed.   |
| 22. ROUTING  | 1     | Optional. Enter the numerical order of contract review by central control agencies (Human Resources, Purchasing/State Buildings, Attorney General's Office, Division of Accounts and Control). For example, the first agency to review the contract should be labeled '1'. Leave the corresponding sequence field blank if a central control agency is not required to review the contract. Valid values are '1' to '4'; duplicate entries are not allowed. |
| 23. USER<br>(Agency Defined)                           | 9     | Optional. Enter this field per agency-specific instructions.  |
| 24. REF#<br>(Reference Number)                         | 2 3 5 | Optional. If this contract or purchase order is related to a prior contract or purchase order, enter the fiscal year, agency and routing number of the prior document.  |
| 25. PRGM CONTACT<br>(Program Contact)                  | 30    | Optional. Enter the name of the program manager responsible for this contract or purchase order.  |

# CONTRACT ♦ PROCESSING ♦ GUIDE

**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.5

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

- |  |       |   |
|--|-------|---|
| 26. PH<br>(Phone Number)                 | 3 3 4 | Optional. Enter the telephone number of the program manager.  |
| 27. FAX                                  | 3 3 4 | Optional. Enter the fax number of the program manager.  |
| 28. ACCT CONTACT<br>(Accounting Contact) | 30    | Optional. Enter the name of the accounting liaison to contact in case of questions about this contract or purchase order.   |
| 29. PH<br>(Phone Number)                 | 3 3 4 | Optional. Enter the telephone number of the accounting contact.   |
| 30. FAX                                  | 3 3 4 | Optional. Enter the fax number of the accounting contact.   |
| 31. SQ #<br>(Sequence Number)            | 1     | Optional. Enter a number indicating the sequence in which the contract or purchase order is to be routed to organizations or units for review/approval. For example, enter '1' for the first organization or unit to review the contract. Valid values are '1' to '5'; duplicate entries are not allowed. |
| 32. ORGN/UNIT<br>(Organization/Unit)     | 11    | Optional. Enter the name of the organization or unit to receive this proposed contract for review.  |
| 33. DATE RECV<br>(Date Received)         | 2 2   | Optional. Enter the date when the proposed contract was received by the organization/unit in 'MMDD' format.   |
| 34. DATE REVW<br>(Date Reviewed)         | 2 2   | Optional if the Date Received field (#33) is entered; otherwise leave blank. Enter the date when the proposed contract was reviewed by the organization/unit in 'MMDD' format.  |
| 35. DATE SENT                            | 2 2   | Optional if the Date Reviewed field (#34) is entered; otherwise leave blank. Enter the date when the proposed contract was sent to the next organization/unit in 'MMDD' format.   |
| 36. SENT TO                              | 4     | Required if the Date Sent field (#35) is entered. Enter an abbreviation for the organization or unit to which the proposed contract was sent.   |
| 37. ACT<br>(Action)                      | 1     | Optional. Enter 'A' to approve the proposed contract, or 'D' to disapprove it, 'H' to hold, 'R' to require corrections, or 'N' for not applicable.  |
| 38. ERROR CODE                           | 5     | Required if the Action field (#37) is 'D'; leave blank if it is 'A'; otherwise optional. Enter the code from the Contract Error Table (CERR) explaining the reason for disapproving the proposed contract.  |

# CONTRACT ♦ PROCESSING ♦ GUIDE

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**COFRS**

SECTION 12: EXTENDED PURCHASING SUBSYSTEM  
Contract Logging Inquiry Table (CLIN)

4.CLIN.6

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

39. COMMENTS

- 27 Optional. Enter any comments about the review process, such as reasons for delay in receiving, reviewing or transmitting the proposed contract.

# CONTRACT ♦ PROCESSING ♦ GUIDE



SECTION 12 EXTENDED PURCHASING SUBSYSTEM (EPS)  
 Contract Logging Inquiry by Vendor Table (CLIV)

4.CLIV.1

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

## Contract Logging Inquiry by Vendor Table (CLIV) System-maintained

- PURPOSE**      The Contract Logging Inquiry by Vendor Table (CLIV) is an alternate view of the Contract Logging Inquiry Table (CLIN). Organized by vendor name, it allows agencies to review all contracts and other document routings for a vendor.
- FUNCTION**      Records are automatically maintained on this table through additions, changes and deletions on the Contract Logging Inquiry Table (CLIN).
- KEY FIELDS**      Vendor Name

### Contract Logging Inquiry by Vendor Table (CLIV)

Field	Length	Definition
1. VENDOR NAME	30	Key field - system-maintained. The name of vendor is displayed.
2. VENDOR CODE	11	Key field - system-maintained. The vendor code is displayed.
3. FY (Fiscal Year)	2	Key field - system-maintained. The fiscal year of the contract is displayed..
4. AGY (Agency)	3	Key field - system-maintained. The code of the agency originating the contract is displayed..

# CONTRACT ♦ PROCESSING ♦ GUIDE

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**COFRS**

SECTION 12 EXTENDED PURCHASING SUBSYSTEM (EPS)  
Contract Logging Inquiry by Vendor Table (CLIV)

4.CLIV.2

USER REFERENCE MANUAL

SYAD RELEASE 08/30/96

- |   |       |   |
|---|-------|---|
| 5. ROUT#<br>(Routing Number)            | 5     | Key field - system-maintained. The contract/document routing number is displayed.   |
| 6. CONT/PO<br>(Contract/Purchase Order) | 1     | System-maintained. A 'P' is displayed if the procurement will be acquired through a Purchase Order Transaction, 'C' if it will be acquired through a Service Contract Transaction or 'O' for other types of documents requiring routing/central approval. |
| 7. PROJ#<br>(Project Number)            | 6     | System-maintained. The project number associated with the contract is displayed.  |
| 8. USER<br>(Agency Defined)             | 9     | System-maintained. The agency-defined information entered on the Contract Logging Inquiry Table (CLIN) is displayed.  |
| 9. DESCRIPTION                          | 34    | System-maintained. The contract/document description, inferred from the Contract Logging Inquiry Table (CLIN), is displayed.  |
| 10. ENTRY DAT<br>(Entry Date)           | 2 2 2 | System-maintained. The date when the contract/document was added to the Contract Logging Inquiry Table (CLIN) is displayed.   |



# CONTRACT ♦ PROCESSING ♦ GUIDE

## STATE OF COLORADO

GENERAL SUPPORT SERVICES  
DIVISION OF PURCHASING

225 East 16th Avenue, Suite 900  
Denver, Colorado 80203  
Phone: (303) 866-6100  
Fax: (303) 894-7445



Roy Romer  
Governor

Department of Personnel  
André N. Pettigrew  
Executive Director

Nanci Kadlecak  
Director

TO: Central Contract Reviewers

FROM: P/A Name  
P/A Title  
Signature: \_\_\_\_\_

DATE: / /

SUBJECT: Summary of Procurement / Vendor Selection Process  
In Support of a Commitment Voucher

**Notes:**

- Do NOT use this form for State Buildings procurements (leases, architects/engineers, construction).
- This form MUST be completed & signed by an authorized Division of Purchasing purchasing agent ONLY.
- The using agency is responsible for ensuring that the contract complies with the award.

- 1 Contractor name \_\_\_\_\_
- 2 FEIN \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_
- 3 Vendor address \_\_\_\_\_
- 4 Dollars - this contract \$ \_\_\_\_\_
- 5 Contract start date: \_\_\_\_\_ Contract end date: \_\_\_\_\_
- 6 This contract is a (select one): \_\_\_\_\_ one year contract \_\_\_\_\_ multi-year contract  
\_\_\_\_\_ one year contract with option for \_\_\_\_\_ annual renewals
- 7 There is/are: \_\_\_\_\_ one contractor \_\_\_\_\_ multiple contractors (do this form for EACH winning contractor).
- 8 Describe / summarize services, deliverables and/or quantities (attach additional pages as needed):

USE OTHER SIDE TO IDENTIFY VENDOR SELECTION METHOD

AllProcurement\_summary 012196

*Supporting The Business of Colorado State Government*

# CONTRACT ♦ PROCESSING ♦ GUIDE

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9. Competitive Vendor Selection Method Specify #
- |   |  |                                |
|---|--|--------------------------------|
| B | Invitation for Bid / Competitive Sealed Bid                | # _____<br>24-103-202, CRS     |
| F | Formal Request for Proposals / Competitive Sealed Proposal | # _____<br>24-103-203, CRS     |
| Q | Documented Quotation                                       | # _____<br>R-24-103-204-03 CCR |
10. Non-competitive Vendor Selection Method  
[Be sure to include proof of having obtained any statutorily required prior approval.]
- |   |  |                             |
|---|--|-----------------------------|
| T | Discretionary / Competition Not Required   | § R 24-103-204 et. seq. CCR |
| S | Sole Source  | § 24-103-205, CRS           |
| E | Emergency  | § 24-103-206, CRS           |
| R | Special Circumstances  | § R 24-103-206-04 CCR       |
| N | Competitive Negotiation  | § R 24-103-206-05 CCR       |
| W | Law specified vendor - vendor selection process is specified in another statute (usually the statute creating the program) | § 24-103-201(1), CRS        |
| X | Exempt - procurement is exempt from Procurement Code, 24-101-105, CRS (specify reason below)                               |                             |
|   | - No public funds are expended, or, the contract is revenue-producing  |                             |
|   | - Procurement is for legislative or judicial branch of government  |                             |
|   | - Vendor is other state agency/entity, political sub-division, other government  |                             |
|   | - Items purchased for resale (prior approval of State Purchasing Director required)  |                             |
| G | - Funding source exemption (e.g., federal grant specifically names vendor, private-donation)                               |                             |

THIS DOCUMENT AND WRITTEN JUSTIFICATION FOR NON-COMPETITIVE VENDOR SELECTION MUST ACCOMPANY THE FINAL CONTRACT WHEN SUBMITTED FOR STATE CONTROLLER APPROVAL.

Comments:

AltReviewSummary 012596

# CONTRACT ♦ PROCESSING ♦ GUIDE

## REPORT OF CONTRACTS RECEIVED AT SCO FOR THE QUARTER ENDING SEPTEMBER 30, 1996 RP\_CLI2

AGCT	AGCY	AGENCY NAME	TOTAL RECEIVED	TOTAL APPROVED	THOSE WITH ERRORS	PCT_ERRORS
----	----	-----	-----	-----	-----	-----
I	IHA	DEPARTMENT OF HUMAN SERVICES	43	33	10	23
	IIA	OHR - ADMINISTRATIVE OFFICES	5	5	0	0
	IIB	COLO. MENT HEALTH INST PUEBLO	4	4	0	0
	IIC	COLO. MENT HEALTH INST F LOGAN	9	8	1	11
	IJC	RIDGE REGIONAL CENTER	3	3	0	0
	IKA	DIV OF YOUTH CORRECTIONS	65	55	9	13
	ILA	TRINIDAD STATE NURSING HOME	1	1	0	0
	ILB	STATE VET CENTER AT HOMELAKE	1	0	1	100
	ILC	VET NURSING HOME AT FLORENCE	4	4	0	0
	ILD	VET NURSING HOME AT RIFLE	4	3	1	25
	ILE	WALSENBURG VET NURSING HOME	1	1	0	0
*TOTAL AGCT I			140	117	22	15
J	JAA	JUDICIAL	1	0	0	0
K	KAA	DEPT OF LABOR AND EMPLOYMENT	1	1	0	0
L	LAA	DEPARTMENT OF LAW	6	5	1	16
M	MAA	GENERAL ASSEMBLY	1	1	0	0
	MCA	LEGISLATIVE COUNCIL	5	5	0	0
	MDA	STATE AUDITOR	6	3	3	50
*TOTAL AGCT M			12	9	3	25
N	NAA	DEPARTMENT OF LOCAL AFFAIRS	60	51	9	14
O	OAA	DIVISION OF NATIONAL GUARD	4	3	1	25
P	PBA	DIVISION OF WILDLIFE	54	47	7	12
	PCA	BOARD OF LAND COMMISSIONERS	1	1	0	0
	PDA	WATER CONSERVATION BOARD	12	8	2	16
	PEA	DIVISION OF WATER RESOURCES	16	16	0	0
	PJA	PARKS AND OUTDOOR RECREATION	11	10	1	9
	PKA	MINED LAND RECLAMATION DIV	10	8	1	9
*TOTAL AGCT P			104	90	11	10
R	RAA	DEPARTMENT OF PUBLIC SAFETY	22	10	12	54
S	SAA	DORA - EXECUTIVE DIRECTOR	23	5	18	78
T	TAA	REVENUE - ADMINISTRATION	9	6	2	22

# CONTRACT ♦ PROCESSING ♦ GUIDE

STATE OF COLORADO  
STATE CONTROLLERS OFFICE - RP CLIN2  
TOTAL DAYS BETWEEN FIRST AGENCY ENTRY TO CLIN AND AND FINAL CENTRAL  
AGENCY APPROVAL FOR CONTRACTS - FOR FISCAL YEAR 1996-97 THRU 02/12/97

ROUTE NUMBER	ENTRY DATE	LAST DAY	DAYS	DAYS AT PERSONNEL	DAYS AT PUR/BLDGS	DAYS AT ATTN GENL	DAYS AT SCO	ERRORS FOUND BY PERSONNEL	ERRORS FOUND BY PUR/BLDG	ERRORS FOUND BY ATT GEN	ERRORS FOUND BY SCO
<b>AAA DOP - EXECUTIVE DIRECTOR</b>											
00001	07/22/96	08/08/96	17	0	0	0	0				
00002	12/20/96	12/27/96	7	0	0	3	4			LEZAZ	
<b>AAB SYSTEMS APPLICATIONS SUPPORT</b>											
01002	01/07/97	01/23/97	16	0	0	1	0				
<b>AAE DISASTER EMERGENCY</b>											
00001	06/18/96	06/18/96	0	0	0	0	7				SCMEZ
00002	07/09/96	08/06/96	28	0	0	0	11				
00003	07/23/96	08/08/96	16	0	5	1	3				
00004	08/13/96	10/17/96	65	0	13	35	36			LFNDZ	SFNA
00005	08/12/96	09/19/96	7	0	0	3	2				
00006	10/15/96	10/17/96	2	0	0	1	1				
00007	10/21/96	11/01/96	11	0	0	9	4			LFXZZ	SFNA
00008	10/25/96	11/01/96	7	0	0	1	3				
00010	10/28/96	11/01/96	4	0	0	0	0				
00011	10/31/96	11/08/96	8	0	0	0	1				
00012	11/08/96	11/13/96	5	0	0	0	0				
00013	11/08/96	11/13/96	5	0	0	0	0				
00014	11/12/96	11/13/96	1	0	0	0	0				
00015	11/21/96	11/26/96	5	0	0	0	0				
00017	12/18/96	12/20/96	2	0	0	0	1				
00020	02/03/97	02/05/97	2	0	0	0	0				
<b>AAG DIVISION OF CENTRAL SERVICES</b>											
01001	07/22/96	08/06/96	15	0	0	0	11				
01002	10/22/96	10/29/96	7	0	0	0	6				
01003	11/26/96	11/27/96	1	0	0	0	0				
01004	11/26/96	11/27/96	1	0	0	0	0				
<b>AA7 CAPITOL COMPLEX FACILITIES</b>											
01001	08/08/96	08/22/96	14	0	0	3	8				SCNRC
01002	09/26/96	10/04/96	8	0	0	1	3				
01003	11/12/96	11/13/96	1	0	0	0	0				
<b>ACA DIV OF ADMINISTRATIVE HEARINGS</b>											
01001	12/20/96	12/20/96	0	0	0	0	0			LEZZZ	
<b>ACB DIVISION OF STATE BUILDINGS</b>											
01001	10/10/96	10/17/96	7	0	0	1	6				
01002	10/10/96	10/17/96	7	0	0	1	2				
01003	10/10/96	10/17/96	7	0	0	1	2				
<b>AEA HUMAN RESOURCE SERVICES</b>											

# CONTRACT ♦ PROCESSING ♦ GUIDE

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COLORADO STATE CONTROLLERS OFFICE  
 REPORT OF CONTRACT ACTIVITY  
 RP\_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97  
 AGENCY GBA

ROUTE NUMBER	REF NUMBER	VENDOR NAME	START DATE	END DATE	S TY E PE L RFP #	DATE RECVD	DATE SENT	SENT TO	AG	AG	AG	AS
									BILL CODE ONE	BILL CODE TWO	BILL CODE THREE	
11001		BOULDER PUBLIC LIBRARY	07/01/96	06/30/97	A R				HE	AH	IJOM	30,00
11002		COLORADO ARTS CONSORTI	07/01/96	06/30/97	A R				HE	AH	IJOM	62,00
11003		COLO ALLIANCE FOR ARTS	07/23/96	06/30/97	A1 R				HE	AH	IJOM	20,00
11004		YOUNG AUDIENCES INC	07/23/96	06/30/97	A1 R				HE	AH	IJOM	219,12
11005		REED, CARL A	10/04/96	07/30/97	A1 E				HE	AH	IJOM	30,00
11006		CARPENTER, EDWARD S	10/04/96	06/01/97	A1 X				HE	AH	IJOM	142,00
11007		MUSEUM OF WESTERN COLO	10/09/96	12/31/96	A1 X				HE	AH	IJOM	11,60
11008		ALCHEMY WORKS	11/08/96	06/30/97	A1 X				HE	AH	IJOM	36,50
11009		MUSICK, PATRICIA RUTH	11/22/96	11/30/97	A1 X				HE	AH	IJOM	80,00
11010		VERY SPECIAL ARTS COLO	01/21/97	06/30/97	A1 S				HE	AH	IJOM	5,00
11011		COLORADO MOUNTAIN COLL	01/21/97	06/30/97	A1 G				HE	AH	IJOM	23,10
TOTAL CNT_PO C											659,32	
TOTAL AGCY GBA											659,32	

# CONTRACT ♦ PROCESSING ♦ GUIDE

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COLORADO STATE CONTROLLERS OFFICE  
 REPORT OF CONTRACT ACTIVITY BY VENDOR  
 RP\_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97  
 AGENCY GBA

C P ----- C	VENDOR NAME	ROUTE NUMBER	USER	REF NUMBER	DATE RECVD	START DATE	END DATE	AMOUNT
	ALCHEMY WORKS	01008				11/08/96	06/30/97	36,500.00
	BOULDER PUBLIC LIBRARY FD INC	01001				07/01/96	06/30/97	30,000.00
	CARPENTER, EDWARD S	01006				10/04/96	06/01/97	142,000.00
	COLO ALLIANCE FOR ARTS ED	01003				07/23/96	06/30/97	20,000.00
	COLORADO ARTS CONSORTIUM	01002				07/01/96	06/30/97	62,000.00
	COLORADO MOUNTAIN COLLEGE	01011				01/21/97	06/30/97	23,100.00
	MUSEUM OF WESTERN COLORADO	01007				10/09/96	12/31/96	11,667.00
	MUSICK, PATRICIA RUTH	01009				11/22/96	11/30/97	80,000.00
	REED, CARL A	01005				10/04/96	07/30/97	30,000.00
	VERY SPECIAL ARTS COLORADO	01010				01/21/97	06/30/97	5,000.00
	YOUNG AUDIENCES INC	01004				07/23/96	06/30/97	219,120.00
*TOTAL CNT PO C								659,387.00
*TOTAL AGCY GBA								659,387.00

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# CONTRACT ♦ PROCESSING ♦ GUIDE

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COLORADO STATE CONTROLLERS OFFICE  
 REPORT OF CONTRACT ACTIVITY BY USER  
 RP\_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97  
 AGENCY GBA

C P USER	ROUTE NUMBER	REF NUMBER	VENDOR NAME	DATE			AG	AG	AG	AMOU
				RECVD	START DATE	END DATE	BILL CODE ONE	BILL CODE TWO	BILL CODE THREE	
C	01001		BOULDER PUBLIC LIBRARY FD INC		07/01/96	06/30/97	HE	AH	IJOM	30,000.0
	01002		COLORADO ARTS CONSORTIUM		07/01/96	06/30/97	HE	AH	IJOM	62,000.0
	01003		COLO ALLIANCE FOR ARTS ED		07/23/96	06/30/97	HE	AH	IJOM	20,000.0
	01004		YOUNG AUDIENCES INC		07/23/96	06/30/97	HE	AH	IJOM	219,120.0
	01005		REED, CARL A		10/04/96	07/30/97	HE	AH	IJOM	30,000.0
	01006		CARPENTER, EDWARD S		10/04/96	06/01/97	HE	AH	IJOM	142,000.0
	01007		MUSEUM OF WESTERN COLORADO		10/09/96	12/31/96	HE	AH	IJOM	11,667.0
	01008		ALCHEMY WORKS		11/08/96	06/30/97	HE	AH	IJOM	36,500.0
	01009		MUSICK, PATRICIA RUTH		11/22/96	11/30/97	HE	AH	IJOM	80,000.0
	01010		VERY SPECIAL ARTS COLORADO		01/21/97	06/30/97	HE	AH	IJOM	5,000.0
	01011		COLORADO MOUNTAIN COLLEGE		01/21/97	06/30/97	HE	AH	IJOM	23,100.0
SUBTOTAL										659,387.0
*TOTAL CNT_PO C										659,387.0
*TOTAL AGCY GBA										659,387.0

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COLORADO STATE CONTROLLERS OFFICE  
ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES  
CLIN\_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97  
AGENCY FAA

CATEGORY: PURCHASED SERVICES			
VENDOR NAME	REFERENCE NO	DESCRIPTION	AMOUNT
AMERICAN CANCER SOCIETY	97PPG05258	CANCER SCREENING SVCS	1,977,516.00
AMERICAN LUNG ASSOC OF COLORAD	97PPG05022	ASSIST PROGRAM COMMUNITY SERVIC	106,000.00
ARKANSAS VALLEY REGIONAL MED C		HCP97	.00
ASPEN VALLEY HOSPITAL DISTRICT	97HCP05407	INPT/OTPT HOSPITAL SERVICES	.00
AVISTA HOSPITAL	97HCP05430	INPT/OTPT HOSPITAL SERVICES	.00
BOULDER CO HEALTH NETWORK INC	9690003218	HIV CARE CONSORTIA SVCS	37,757.00
BOULDER VALLEY WOMENS HEALTH C		PPG9705261 ANGELO MINUTI	105,125.00
BRIGHTON COMMUNITY HOSPITAL	97HCP05428	INPT/OTPT HOSPITAL SERVICES	.00
CAPITOL HILL UNITED NEIGHBORHO	97PPG05263	CANCER SCREENING SVCS	.00
CHILDRENS HOSPITAL ASSOCIATION		FPP960007 GLENEDA HAYES	20,000.00
CLINICA CAMPESINA FAMILY HEALT	97PPG05264	CANCER SCREENING SVCS	.00
COLO COALITION AGNST SEX ASSLT	97PPG05262	SEXUAL ASSAULT PREVENTION/ED	166,962.00
COLO COUNCIL OF BLACK NURSES I	97PPG05260	CANCER SCREENING SVCS	.00
COLORADO SPRINGS OSTEOPATHIC		PPG9705277 ANGELO MINUTI	.00
COLUMBIA HEALTHCARE LLC	97HCP05410	INPT/OTPT HOSPITAL SERVICES	.00
COLUMBINE FAMILY HEALTH CENTER		PPG9705265 ANGELO MINUTI	.00
COMMUNITY HEALTH CENTERS INC	96EPI0616	COMMUNITY IMMUNIZATION PLAN	18,542.00
COMMUNITY HEALTH SERVICES INC		PPG9705267 ANGELO MINUTI	45,374.80
COMMUNITY HOSPITAL	97HCP05416	INPT/OTPT HOSPITAL SERVICES	.00
COMMUNITY HOSPITAL ASSOCIATION	97HCP05411	INPT/OTPT HOSPITAL SERVICES	.00
CONEJOS COUNTY HOSPITAL	97HCP05408	INPT/OTPT HOSPITAL SERVICES	.00
DEVELOPMENTAL OPPORTUNITIES	96EPI0618	COMMUNITY IMMUNIZATION SVCS	5,000.00
DOLORES COUNTY HEALTH ASSOCIAT		PPG9705266 ANGELO MINUTI	.00
GANAS	97PRG05028	ASSIST PROGRAM COMMUNITY SERVIC	36,978.00
HIGH PLAINS COMMUNITY HEALTH C		PPG9705379 B. SMITH-EL-SENSUSI	.00
HOPE FOR THE CITY	97EPI05402	COMMUNITY IMMUNIZATION SVCS	10,000.00
INNER CITY HEALTH CTR		PPG9705275 ANGELO MINUTI	.00
KEEFE MEMORIAL HOSPITAL	97HCP05415	INPT/OTPT HOSPITAL SERVICES	.00
LA CLINICA TEPEYAC INC	97PPG05293	CANCER SCREENING SVCS	.00
LAKE CITY AREA MEDICAL CENTER		CNS9705056 B.SMITH-EL-SENSUSI	4,041.60
LEVINSON, ARNOLD H	94PPG0566	ASSIST PROGRAM COMMUNITY SERVIC	25,000.00
LONGMONT UNITED HOSPITAL ASSN	97HCP05417	INPT/OTPT HOSPITAL SERVICES	400,000.00
LUTHERAN HOSPITAL	97HCP05419	INPT/OTPT HOSPITAL SERVICES	.00
MAMMOGRAPHY RESOURCES LIMITED		PPG9705278 ANGELO MINUTI	.00
MEMORIAL HOSPITAL	97HCP05421	INPT/OTPT HOSPITAL SERVICES	.00
MERCY MEDICAL CENTER	97HCP05422	INPT/OTPT HOSPITAL SERVICES	.00
MONTROSE MEMORIAL HOSPITAL	97HCP05424	INPT/OTPT HOSPITAL SERVICES	.00
NATIONAL COUNCIL ALCOHOLISM &	97PPG05028	ASSIST PROGRAM COMMUNITY SERVIC	41,943.00
NATIONAL JEWISH CENTER	97HCP05425	INPT/OTPT HOSPITAL SERVICES	.00
NORTHWEST COLO VISITING NURSE		PPG9705281 ANGELO MINUTI	190,220.70
PARK HOSPITAL DISTRICT	97HCP05413	INPT/OTPT HOSPITAL SERVICES	.00
PARKVIEW EPISCOPAL MEDICAL CEN	97HCP05426	INPT/OTPT HOSPITAL SERVICES	.00
PEOPLES CLINIC INC	97EPI05308	REFUGEE RESETTLEMENT SVCS	7,200.00

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 CLIN\_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97  
 AGENCY FAA

CATEGORY: PROFESSIONAL/TECHNICAL			
VENDOR NAME	REFERENCE NO.	DESCRIPTION	AMOUNT
CHILDREN'S MUSEUM OF DENVER IN		WQC960461 JOHN CHASE	45,500.00
COLO CATTLE FEEDERS ASSOC	97WQC05093	NPS FUNDS FOR POLLUTION PREV.	42,900.00
COLORADO FOUNDATION FOR AGRICU		WQC9705090 JOHN CHASE	102,000.00
COLORADO WILDLIFE HERITAGE FOU		WQC9705098 JOHN CHASE	80,000.00
HALL, MAURICE D	97WQC05391	DEV OF COLO WATERSHED STUDY	30,000.00
LOVELAND CITY OF	97WQC05393	WATERSHED PLANNING PROJECT	15,750.00
SAN JUAN RESORCE CONSERVATION		WQC9705091 JOHN CHASE	89,475.00
SENEC OAK RIDGE INC		ENV9705002 KATHLEEN DECKLER	110,000.00
SYSTEMS WEST COMPUTER RESOURCE		HR9705081 GARY MANDAIR	45,000.00
TELLURIDE INSTITUTE	97WQC05389	DESIGN OF URBAN RUNOFFS BMP'S	15,000.00
THOMPSON COMMUNICATIONS INC	95PPG0714	STOP SMOKING INTERVENTION SVCS	20,000.00
UNIVERSITY OF UTAH	97PPG05083	CANCER REGISTRY DATABASE MAINT	35,805.00
<b>SUBTOTAL PROFESSIONAL/TECHNICAL</b>			<b>631,435.00</b>

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ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES  
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AGENCY FAA

CATEGORY: EQUIPMENT MAINTENANCE\REPAIR			
VENDOR NAME	REFERENCE NO	DESCRIPTION	AMOUNT
SIEMENS ROLM COMMUNICATIONS IN US WEST COMMUNICATIONS	94ADM1059	ADMC979653 ANGIE DICUS TELEPHONE SERVICE AGREEMENT	86,564.00 9,000.00
SUBTOTAL EQUIPMENT MAINTENANCE\REPAIR			95,564.00

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VENDOR NAME	REFERENCE NO	DESCRIPTION	AMOUNT
EMPIRE, TOWN OF		WQC950673 JOHN CHASE	168,000.00
INFILCO DEGREMONT INC	95HAZO725	MINE DRAINAGE TREATMENT CONST	.00
MORGAN COUNTY, TREASURER		ASSIGNED BLOCK NUMBERS	.00
SUBTOTAL ARCHITECTURE\ENGINEER\CONSTRUCTION SERVICES OR TRADES			168,000.00

