

# STATE CONTROLLER POLICY

## CATEGORIES AND IDENTIFIERS FOR CONTRACTS FOR THE CONTRACT MANAGEMENT SYSTEM

- 1) **POLICY.** State Contracts shall be entered in the contract management system using the following identifiers and categories that are based on the State Contract definitions found in Fiscal Rule 3-1.
- 2) **CONTRACT IDENTIFIERS.** Contracts shall be identified in the database using the following fields:
  - a. **Mandatory Fields**
    - i. Agency/Institution of higher education – same as present codes using drop-down menu
    - ii. Contract category – see section 3 below will have a drop-down menu
    - iii. Grant - yes or no field
    - iv. Waived contract – yes or no field then add Waived contract number assigned by the OSC
    - v. Funding - Federal, State, private, other – yes or no field for each
  - b. **Optional Fields**
    - i. Division – agency/institution defined field
    - ii. Program – agency/institution defined field
- 3) **CONTRACT CATEGORIES AND SUB-CATEGORIES.** The three major contract categories and their respective sub-categories are as follows:
  - a. **Expenditure Contracts**
    - i. Capital construction contracts
    - ii. Employee voluntary separation agreements
    - iii. Fund management services
    - iv. Goods purchase contracts
    - v. Information technology contracts
    - vi. Investment advisory services
    - vii. Outsource contracts
    - viii. Personal property leases/licenses - State as lessee
    - ix. Personal services contracts
    - x. Personal services review exempt contracts
    - xi. Professional services contracts
    - xii. Real property leases/ licenses – State as tenant
    - xiii. Real property purchase contracts – State as Buyer
    - xiv. Settlement agreements
  - b. **Revenue Contracts**
    - i. Franchise agreements
    - ii. Real property leases/licenses – State as landlord
    - iii. Real property sales agreements – State as seller
    - iv. Other Revenue Contracts
  - c. **Other Contract Types**
    - i. Debt contracts and sale of securities
    - ii. Grant contracts
    - iii. Interagency agreements
    - iv. Intergovernmental contracts

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- v. Loan contracts
- vi. No cost contracts/non-cash contracts
- vii. Price agreements
- viii. Sale of securities agreements
- ix. Sponsored projects agreements

**4) METHOD OF PROCUREMENT - NOTE:** Letters/numbers in brackets are the COFRS codes

- a. ARCHITECT/ENGINEER, LANDSCAPE ARCHITECT OR LAND SURVEYOR (A)
- b. GOODS - INVITATION FOR BID/COMPETITIVE SEALED BID (B)
- c. GOODS - CONSTRUCTION (C)
- d. GOODS - EMERGENCY PURCHASE (D)
- e. GOODS - FORMAL REQUEST FOR PROPOSAL (E)
- f. GOODS - GRANT-SPECIFIED VENDOR (F)
- g. GOODS - REAL ESTATE LEASE (L)
- h. GOODS - COMPETITIVE NEGOTIATIONS (N)
- i. TEMPORARY RECORD (P)
- j. GOODS - DOCUMENTED QUOTE (Q)
- k. GOODS - SOLE SOURCE PROCUREMENT (S)
- l. GOODS - DISCRETIONARY/COMPETITION NOT REQUIRED (T)
- m. GOODS - VENDOR AWARDED STATEWIDE PRICE AGREEMENT (V)
- n. GOODS - LAW-SPECIFIED VENDOR (W)
- o. EXEMPT (X)
- p. PERSONAL SERVICES - INVITATION FOR BID/COMPETITIVE SEALED BIDS (1)
- q. PERSONAL SERVICES - FORMAL REQUEST FOR PROPOSAL (2)
- r. PERSONAL SERVICES - DISCRETIONARY/COMPETITION NOT REQUIRED (3)
- s. PERSONAL SERVICES - SOLE SOURCE PROCUREMENT (4)
- t. PERSONAL SERVICES - DOCUMENTED QUOTE (5)
- u. PERSONAL SERVICES - VENDOR AWARDED STATEWIDE PRICE AGREEMENT (6)
- v. PERSONAL SERVICES - COMPETITIVE NEGOTIATIONS (7)
- w. PERSONAL SERVICES - GRANT-SPECIFIED VENDOR (8)
- x. PERSONAL SERVICES - LAW-SPECIFIED VENDOR (9)

**5) REPORTING PERSONAL SERVICES CONTRACTS.** See State Controller Policy entitled "*Mixed Procurements*" for contracts that include a combination of personal services and goods.

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