

# STATE CONTROLLER POLICY

## ROUTING OF CONTRACTS

### 1) Routing for Approval

**a. Order of Routing.** Unless otherwise instructed by the Office of the State Controller (OSC), State Agencies and Institutions of Higher Education (Agencies and IHEs) shall obtain all other necessary approvals and signatures on all Contracts requiring OSC approval before routing them to the OSC (see Fiscal Rule 3-1 §7 for more information on pre-approval requirements). The OSC is always the final approver.

**b. OSC Internal Routing.** All Contracts routed to the OSC, including those with statutory violation waiver requests, shall be routed to the Central Contracts Unit (CCU) and not directly to the State Controller or the Deputy State Controller. The OSC recommends that Contracts not be routed directly to the Office of the Attorney General (OAG) unless the OSC so directs as the OSC has ultimate discretion regarding the necessity of OAG review and approval (see Policy entitled "*Review and Approval by the Office of Attorney General*").

**2) Return.** The OSC will return approved contracts to Agencies via interdepartmental mail and to IHEs via U.S. Mail unless another method is requested. A pre-addressed mailing label suitable for interagency mail or other mail service shall be included with all contracts; otherwise the OSC will hold contracts until Agencies or IHEs pick them up or submit such mailing label.

**3) Contract File Contents.** Contract packets routed to the OSC for approval shall contain the following (the OSC retains one original set of everything sent):

- a.** The contract and all exhibits, attachments, schedules, tables, etc. referenced therein (the OSC retains one original set).
- b.** In the case of a contract modification, a copy of the original contract and all prior modifications, including, a list of all amendments and other contract modifications related to the original contract. In lieu of a hard copy, this can be done as an attachment or via linking in CMS.
- c.** Any documentation supporting a "fair and reasonable" determination; for example, an appraisal for purchase of an interest in real property or information about vendor bids.
- d.** A copy of Colorado Secretary of State Web page information regarding the Contractor showing it in good standing and identifying the registered agent (individuals and governmental units are not required to register; however, individuals using a dba may register it).
- e.** Copies of any required Central Approver approval documents, including, the following:
  - i.** OIT certifications for IT contracts,
  - ii.** DHR personal services review or certification form (not applicable to IGAs or IAs),
  - iii.** The SPO Director's approval if the contract term extends beyond five years (not applicable to IGAs or IAs), and
  - iv.** The SPO Director or delegate's Sole Source waiver if the contract is sole source (not applicable to IGAs or IAs).
- f.** A copy of the encumbrance ready for level 3 approval (do not pre-approve it).
- g.** A copy of any risk analysis performed.
- h.** All pertinent documentation such as explanations (emails, letters, etc) regarding contract issues, unusual contract situations, extenuating circumstances, statutory violations, and late contracts.

**4) Emergency and/or Rush Review of Contracts.** The CCU accommodates requests for rush contract reviews when possible (please limit such requests). Contact the CCU to set up an appointment for a "walkthrough" review. The delivery person may have to wait a considerable period of time.

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**State Controller**