

**DENR CONTRACT REQUEST TRANSMITTAL FORM - SEND TO:**

**ATTENTION: MICHAEL G. BRYANT, PURCHASE & CONTRACT SECTION CHIEF  
DIVISION OF PURCHASE & SERVICES**

**REQUIRED FOR TRACKING PURPOSES**

**DIVISION LOG # \_\_\_\_\_  
(Provided by Requesting Division)**

**←SEE REVERSE SIDE FOR REQUIRED ATTACHMENTS/CHECKLIST**

DIVISION \_\_\_\_\_ SECTION \_\_\_\_\_

DIVISION CONTRACT ADMINISTRATOR \_\_\_\_\_ PHONE: \_\_\_\_\_

DIVISION CONTRACT COORDINATOR \_\_\_\_\_ PHONE: \_\_\_\_\_

**PROPOSED** CONTRACT BEGINNING DATE: \_\_\_\_\_ CONTRACT ENDING DATE: \_\_\_\_\_

**(WARNING: Services cannot begin before a contract/MOA/MOU, etc. Is signed by the Contractor and DENR Authorized Agent)**

TYPE OF CONTRACT PROPOSED: \_\_\_\_\_ SERVICE (Federal/State/Local Gov.; state funded university; competitive solicitations)  
\_\_\_\_\_ PERSONAL SERVICE (individual only/not a current NC government or state-funded university employee)  
\_\_\_\_\_ MEMORANDUM OF AGREEMENT (government agencies requiring payment for services)  
\_\_\_\_\_ CONSULTANT (DPS must solicit approval from Office of the Governor/DOA)  
\_\_\_\_\_ GRANT IN CONTRACT FORM (Pass-through funds only/NO SERVICES DELIVERED TO DENR)

REQUEST IS FOR :  NEW CONTRACT  CONTRACT RENEWAL OPTION  CONTRACT REVISION/AMENDMENT

DOES THIS CONTRACT RESULT FROM A GRANT TO DENR?  YES (**Required** CFDA # \_\_\_\_\_)  NO

**BRIEF** TITLE AND PURPOSE OF CONTRACT OR NATURE OF AMENDMENT (i.e., time extension, additional funds, additional scope of work, etc.) OR REQUEST FOR PROPOSAL TITLE AND PURPOSE:

Name Of Contractor (If Known) \_\_\_\_\_ IRS OR Soc Sec # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Proposed Payment Schedule (If Known): \_\_\_\_\_  
AMOUNT OF CONTRACT: \$ \_\_\_\_\_ OR Request for Proposal Estimate \$ \_\_\_\_\_  
AMOUNT OF AMENDMENT: \$ \_\_\_\_\_

**INITIATING DIVISION MUST OBTAIN THE FOLLOWING APPROVAL PRIOR TO SUBMITTAL OF PACKAGE TO THE DPS**

\_\_\_\_\_  
**DIVISION DIRECTOR (OR AUTHORIZED AGENT)**  
**(MANDATORY SIGNATURE –Will Be Returned If Not Signed)**

\_\_\_\_\_  
**DATE SIGNED**  
**(Mandatory Date)**

**DIVISION OF PURCHASE AND SERVICES (DPS) WILL OBTAIN THE FOLLOWING APPROVALS**

- 1) **DIVISION OF HUMAN RESOURCES** (Initiating Division must provide the following documents in package forwarded to the Division of Purchase and Services: (1) Forms 2500/2482, (2) Scope of Work with timeline & deliverables, (3) 319 Employee/Employers Relationship form; (4) Resume or Vitae, and (5) a statement why individual is "uniquely qualified" to perform requested services.
- 2) **INFORMATION TECHNOLOGY SERVICES** (ITS will review request to ensure that the attached request/documents are in compliance with state and departmental policies & standards and involvement by ITS, and that ITS cannot provide the requested services.)

**REQUEST RETURNED TO INITIATING DIVISION BY THE DIVISION OF PURCHASE AND SERVICES FOR THE FOLLOWING REASON(S):**

\_\_\_\_\_  
\_\_\_\_\_

(See Page 2 for Requirements/Checklist)

\_\_\_\_\_  
Purchasing Agent / Date

## REQUIRED ATTACHMENTS/CHECKLIST FOR CONTRACTS TO BE PREPARED BY THE DIVISION OF PURCHASE AND SERVICES

The following are examples of the types of contracts issued by the Division of Purchase and Services (DPS) and a checklist of required documents to be included with requests submitted to the Division of Purchase and Services. **DPS is the only agency authorized to issue contracts/MOA/MOU in which DENR will be paying a contractor for services. Division Directors (only) are authorized to sign "NO-COST" CONTRACTS/MOAs/MOUs.**

1. **Government agency (federal/state/local) or a state-funded UNIVERSITY (NO COMPETITION IS REQUIRED)** – Service Contract, Cooperative Agreement, Memorandum of Agreement or Understanding (MOA/MOU) issued by DPS. ( MOA or MOU is with a state, federal or local govt. agency and normally provides for an exchange of services or to describe the conditions under which one agency will provide services for another. Generally, MOA/MOU's do not provide for the purchase of services; *HOWEVER, IF A TRANSFER OF FUNDS OR A PAYMENT IS REQUIRED FOR THE SERVICES PROVIDED – YOU MUST SUBMIT A 2500/2482 FORM(S) TO DPS.*)  
CHECKLIST:
  - 1) 2500/2482 Contract Budget forms (original signatures required)
  - 2) Detailed scope of work to include tasks to be performed by contractor, schedule, deliverables, milestones, payment schedule, etc.
2. **Personal Service contracts:** Secures a professional service provided by an INDIVIDUAL on a temporary or occasional basis  
CHECKLIST:
  - 1) 2500/2482 Contract Budget forms (original signatures required)
  - 2) 319 Form (Employee/Employer Relationship Questionnaire)
  - 3) Vitae or Resume
  - 4) Justification Statement detailing why individual is "uniquely" qualified to perform requested service and why competition should not be solicited.
  - 5) Detailed scope of work to include tasks to be performed by contractor, schedule, deliverables, milestones, payment schedule, etc.
3. **"Sole Source" contract** - ("sole source" means the only provider of the required service). Contractor possesses some unique qualifications not available elsewhere. Must be strongly documented. All sole source requests over \$10,000 must be submitted by DPS to DOA P&C for approval.  
CHECKLIST
  - 1) 2500/2482 Contract Budget forms (original signatures required)
  - 2) Sole Source Justification Statement
  - 3) Detailed scope of work to include tasks to be performed by contractor, schedule, deliverables, milestones, payment schedule, etc.
4. **Service Contract** – Services requiring specialized knowledge, experience, or expertise by an independent contractor. Competition must be solicited through the Request for Quotation process (for non-complex services) or the formal Request for Proposals process.
  - A. **Request for Quotation for "Services"** Form with Attached Terms and Conditions (for non-complex services) (Contact DPS for copy)
    - 1) Over \$750-\$10,000 – If delegated to the Division, the Division must provide DPS with a minimum of 3 written quotes [however to get the best value for the state we strongly encourage you to obtain as many quotes as possible] or DPS can obtain quotes and the Division provides DPS with Scope of Work/Specifications and *at least 3 potential vendors/addresses.*)
    - 2) Over \$10,000 - DPS must post quote on DOA IPS (Internet posting) – Division provides DPS electronic copy and hard copy of the Scope of Work/Specifications.
  - B. **Request for Proposals:** Submit a Scope of Work/Specifications which includes the following items to DPS (provide a hard copy as well as an "electronic" copy). DPS will post on the DOA Interactive Purchasing System (IPS) (Internet posting).
    - 1) Introduction –Brief description of services required (should allow potential offerors to judge whether they are interested in the RFP).
    - 2) Background – Describe how the services fit into the using agency's function, legislation or new initiatives that necessitate these services, other solutions tried in the past, etc. Reference to attachments may be helpful.
    - 3) Scope of Work - Describe the services required using narrative or outline as appropriate. Include tasks to be performed by contractor, schedule, deliverables, milestones, environmental or regulatory constraints, state interfaces, etc. Be as specific as possible since this will be the basis for evaluating proposals and monitoring the selected contractor's performance. Give beginning and ending dates and/or length of contract term (including any renewal options).
5. **Consultant Contract** – Work or task(s) performed by state employees or independent contractor(s) who possess specialized knowledge, experience, expertise and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulating or implementing improvements in programs or services. This may include the organization, planning, directing, control, evaluation, and operation of a program or agency. **MUST BE APPROVED BY GOVERNOR'S OFFICE.**  
CHECKLIST:
  - 1) 2500/2482 Contract Budget forms (original signatures required)
  - 2) Justification for Consultant contract
  - 3) Detailed scope of work to include tasks to be performed by contractor, schedule, deliverables, milestones, payment schedule, etc.
6. **Grant in Contract Form** – A grant awarded to a contractor by DENR as "pass-through funds only". DENR receives no services, only a final report.  
CHECKLIST:
  - 1) 2500/2482 Contract Budget forms (original signatures required)
  - 2) Scope of Work/Grant Proposal
7. **Contract Amendments** – Prepare a memo to Michael Bryant, DPS Section Chief, explaining the need to amend Contract No. xxxx.  
**WARNING: CONTRACTS CANNOT BE AMENDED AFTER THEY HAVE ENDED!**  
CHECKLIST / TYPES OF AMENDMENTS:
  - 1) No-cost time extension – Explain in the memo to Mr. Bryant the need for the extension and the requested "new" ending date.
  - 2) Increase in Contract Amount – Include 2482 budget form for the additional dollars (original signatures required)
  - 3) Increase in Scope of Work – On a separate sheet include the additional services to include tasks, schedule, deliverables, milestones, payment schedule, etc.