

**DENR CONTRACT TRANSMITTAL FORM**

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

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 (Awarded by DENR for a specific activity(ies))  
 AMENDMENT to Existing Contract/Grant

DOES THIS CONTRACT RESULT FROM A GRANT TO DENR?  YES (CFDA # \_\_\_\_\_ if applicable)  NO  
 IS THERE A DEADLINE FOR OBLIGATION OF THESE FUNDS? If so, date: \_\_\_\_\_ No   
 CAN THIS SERVICE BE PROVIDED BY ANY OTHER STATE FUNDED AGENCY/UNIVERSITY (NC or Other State)?  Yes  No

LIST THE STATE FUNDED AGENCIES/UNIVERSITIES CONTACTED REGARDING PROVIDING THIS SERVICE (CONTACT NAME & PHONE NO.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IS THIS CONTRACT WITH A STATE FUNDED AGENCY/UNIVERSITY (NC or Other State)?  Yes  No  
 If "No", explain why not: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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: _____	
Contractor Key Personnel: _____	Phone: _____
Proposed Payment Schedule: <b>MUST BE INCLUDED IN ATTACHED SCOPE OF WORK</b>	
AMOUNT OF CONTRACT: \$ _____	Source/Type of Funding: _____
<i>If applicable</i> , AMOUNT OF AMENDMENT: \$ _____	GL Company: _____
<i>If applicable</i> , ESTIMATE FOR RFP/RFQ SOLICITATION: \$ _____	GL Account: _____
(RFP-Request for Proposals – RFQ – Request for Quotation for Services)	GL Center: _____
Match Funding Required of the Contractor: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	Detailed Project Budget included in attached scope of work <input type="checkbox"/>
Federal and/or State Regulations Citations: _____ _____	
Other: _____ _____	

**DIVISION APPROVAL - (MANDATORY)**

Division Director's Signature	Date	Division Budget Officer	Date
DPS CONTRACT REQUEST TRANSMITTAL FORM (09/18/02)			

The following are examples of the types of contracts issued by the Division of Purchase and Services (DPS). **DPS is the only agency authorized to issue a contract/MOA/MOU in which DENR will be paying a contractor for services.**

1. **Government agency (federal/state/local) or a state-funded UNIVERSITY (NO COMPETITION 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 SERVICES PROVIDED A 2800 FORM MUST BE SUBMITTED TO DPS.*)  
CHECKLIST:
  - 1) 2700 Contract Transmittal form
  - 2) 2800 Agreement Information and Contract Budget form (original signatures required)
  - 3) Scope of Work (See Scope of Work requirements noted on Form 2700)
2. **Personal Service contract:** Secures a professional service provided by an INDIVIDUAL on a temporary or occasional basis. The individual cannot be a state employee nor a former state employee with RIF status in last 12-months.  
CHECKLIST:
  - 1) 2700 Contract Transmittal Form
  - 2) 2800 Agreement Information and Contract Budget form (original signatures required)
  - 3) 319 Form (Employee/Employer Relationship Questionnaire)
  - 4) Vitae or Resume
  - 5) Justification Statement detailing why individual is “uniquely” qualified to perform requested service and why competition should not be solicited.
  - 6) Scope of Work (See Scope of Work requirements noted on Form 2700)
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) 2700 Contract Transmittal Form
  - 2) 2800 Agreement Information and Contract Budget form (original signatures required)
  - 3) Sole Source Justification Statement
  - 4) Scope of Work (See Scope of Work requirements noted on Form 2700)
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 more 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 requirements noted on Form 2700 to DPS (provide a hard copy as well as an “electronic” copy). DPS will post on the DOA Interactive Purchasing System (IPS) (Internet posting).
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) 2700 Contract Transmittal Form
  - 2) 2800 Agreement Information and Contract Budget form (original signatures required)
  - 3) Justification for Consultant contract
  - 4) Scope of Work (See Scope of Work requirements noted on Form 2700)
6. **Grant – A grant awarded by DENR to a contractor for a specific activity(ies).**  
CHECKLIST:
  - 1) 2700 Contract Transmittal form
  - 2) 2800 Agreement Information and Contract Budget form (original signatures required)
  - 3) Scope of Work/Grant Proposal (must include “Scope of Work” requirements which are noted on Form 2700)
  - 4) Grant Requirements
7. **Contract Amendments – **WARNING: CONTRACTS CANNOT BE AMENDED AFTER THEY HAVE ENDED****  
CHECKLIST:
  - 1) 2700 Contract Transmittal form
  - 2) No-Cost Time extension amendment – Explain the need for the extension and the requested “new” ending date.
  - 3) Increase Contract Amount amendment – Explain the need for the increase & attach Form 2800 to show dollar increase
  - 4) Increase in Scope of Work – Explain the need for the increase in scope as well as an “Attachment” of the additional services and Form 2800 if additional funds are to be added to the contract.