

Procedure for high dollar contracts

1. When contemplating the possibility of entering into a contract with a total remuneration of \$3,000,000 or more, a program official will prepare a *Statement of Work*.
2. The program official will send the Office of Legal Affairs (OLA) the *Statement of Work* and a *Request for Assistance with Contract, Memorandum or Understanding (MOU) or Special Agreement*.
3. An OLA attorney will schedule a meeting with the program official within 5 business days or as soon as schedules permit.
 - a. During the meeting, the program official will identify the contracting parties and describe the project. The OLA attorney will provide any legal advice that he/she believes may be helpful regarding the preparation of the contract.
 - b. Based on the results of legal review, the program official may revise the *Statement of Work* to comply with the OLA recommendation(s). The OLA attorney may help the program official revise the *Statement of Work*, if needed.
 - c. ASAP following the meeting and any needed revisions to the *Statement of Work*, the OLA attorney will send the program official a response to the *Request for Assistance* that summarizes his/her legal advice.
4. With OLA approval, the program official will begin the Request for Contract process, completing the standard following documents:
 - a. The RFC form,
 - b. The approved *Statement of Work* and Budget, and
 - c. The OLA *Request for Assistance* documents.The RFC packet should be routed for signature through the Assistant Commissioner and Chief of Staff, consistent with standard procedure.
5. Finance Division will process the contract pursuant to the ISDH contract process. Contract author will forward the proposed contract to OLA via collaboration request through the SCM system if the proposed contract involves:
 - a. Deliverables with a value of \$3,000,000 or more;
 - b. A matter involving
 - (1) An unusual or controversial matter,
 - (2) Unusual or heightened publicity,
 - (3) A potential for unusual or heightened publicity,
 - (4) The Governor's office or another state agency; or
 - c. Any other circumstance(s) that may justify a review by an OLA attorney.
6. An OLA attorney will review the proposed contract for form an legality and confirm compliance with results of prior OLA review.