

Contract Review Committee Submission Manual



Sunny Daugherty, Committee Clerk

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Contract Review Committee Submission Process:

1. Review the attached Contract Review Committee Policies in their entirety.
2. Review the attached Contract Review Document Checklists to ascertain the requisite forms for your submission.
3. Obtain the latest version of any requisite form from the Contract Review Committee website (see General Resources tab) and fill each form out in its entirety.
 - **Certain forms must be obtained directly from the vendor (e.g. E-Verify and W-9)
4. Review the contract submission for required forms, clauses, and signatures prior to submission.
5. Prior to the submission deadline, file an electronic copy of your submission (email to the Committee Clerk, Sunny Daugherty, and Committee Point of Contact, Jason Paulk, see General Resources tab) and hand-file the original copy with the Committee Clerk at the location listed on the Contract Review Committee Meeting Schedule as the “Deadline Room.”
6. Attend the Contract Review Committee meeting to present the submission.

CONTRACT REVIEW COMMITTEE POLICIES

Adopted on November 6, 2025

1. Contracts may only be submitted to the Committee for review the month of their effective date or one month prior. (e.g. a contract with a March effective date may be submitted for either the February or March Committee review meeting date—no earlier).
2. All contracts submitted must have a Contract Review Report that is completely and accurately filled out. Unsigned/incomplete contracts or contracts that do not have the required supporting documentation will not be accepted by the Committee Clerk. (e.g. Contract Review Report, Governor’s Additional Questions, Disclosure Statement, Signed Contract, Certificate of Compliance or E-Verify, W-9, Sole Source Approval, OIT approval, and Requisite Contract Clauses from the Fiscal Policies and Procedures Manual).
3. All contract submissions must include one original copy (to be hand-filed with the Committee Clerk) and one electronic copy (to be emailed to the Committee Clerk and Committee Point of Contact: Jason Paulk, Examiners of Public Accounts).
4. No late contracts will be accepted. (e.g. a contract submitted one minute after the deadline is late).
5. Contracts may only be submitted for a two-year period.
6. All contracts must include a beginning and end date. (e.g. begin: the Committee meeting date or upon Governor’s approval; end: no more than two years from beginning date).
7. All contracts must include a contract total. (e.g. a “cap” amount, which includes travel expenses, etc.).
8. All contracts with a legal entity (e.g. LLC, LLP, P.A., P.C., Inc., Corp., etc.) must include the names of the members/owners of the entity on the Contract Review Report. If there is not enough space on the Report, please attach an addendum with the names accordingly.
9. Any contract amendment or renewal that extends time, increases money, or alters the terms or services being performed must be re-submitted to the Committee for review.
10. If the contract submission is an amendment or renewal, a copy of the original contract and any previous amendments or renewals shall be included with the submission.

11. Contracts may NOT include an automatic renewal provision.
12. All Contracts must have Contractor's physical street address. No Post Office Boxes will be accepted.
13. Any lobbyist/consultant that is affiliated with a contract must be listed on the Contract Review Report whether they are paid or not.
14. All "blanket approval" letters signed by the Committee must be re-submitted for Committee Review every 2 years. Any request for blanket approval must be submitted to the Committee Clerk and Committee Chair for consideration.
15. If an emergency contract is entered into by a governmental body or purchasing agency, a copy of the executed contract must be submitted to the Committee Clerk.
16. If a contract is for legal services and the hourly rate will exceed the Governor's \$195.00 hourly rate cap, justification for the hourly rate must be included in the contract submission.

Contract Review Document Checklist

Personal or Professional Services Contracts	
New Contract	Amendment or Renewal
Contract Review Cover Sheet	Contract Review Cover Sheet
Governor’s Additional Questions	Governor’s Additional Questions
Disclosure Statement	Disclosure Statement
Signed Contract	Signed Amendment/Renewal
E-Verify	Copy of Original Contract and Any Prior Amendments/Renewals
Certificate of Compliance	
W-9	
Sole Source? (attach Sole Source Letter)	
IT Contract? (must have approved Secretary of IT Signature attached)	

NOTE:

In the contract, the following clauses are required (see Fiscal Policies and Procedures Manual, Section 5-4, as amended), including but not limited to:

1. Termination Clause
2. Alternative Dispute Resolution Clause
3. Merit System Exclusion Clause
4. No Boycott Clause (Act 2016-312)
5. Economic Boycott Clause (Act 2023-409)
6. Non-appropriation and Proration Clause

Contract Review Document Checklist

Legal Services Contracts	
New Contract	Amendment or Renewal
Contract Review Cover Sheet (Legal Services)	Contract Review Cover Sheet (Legal Services)
Governor’s Additional Questions	Governor’s Additional Questions
Disclosure Statement	Disclosure Statement
Signed Contract	Signed Amendment/Renewal
E-Verify	Copy of Original Contract and Any Prior Amendments/Renewals
Certificate of Compliance	DAG Appointment Letter
W-9	Rate of Approval Letter
DAG Appointment Letter	
Rate of Approval Letter	

NOTE:

In the contract, the following clauses are required (see Fiscal Policies and Procedures Manual, Section 5-4, as amended), including but not limited to:

1. Termination Clause
2. Alternative Dispute Resolution Clause
3. Merit System Exclusion Clause
4. No Boycott Clause (Act 2016-312)
5. Economic Boycott Clause (Act 2023-409)
6. Non-appropriation and Proration Clause

Code of Alabama

Title 29. Legislature.

Chapter 2. Permanent Legislative Committees.

Article 3. Contract Review Oversight Committee.

Ala.Code 1975 T. 29, Ch. 2, Art. 3, Refs & Annos

Currentness

Ala. Code 1975 T. 29, Ch. 2, Art. 3, Refs & Annos, AL ST T. 29, Ch. 2, Art. 3, Refs & Annos

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Code of Alabama

Title 29. Legislature. (Refs & Annos)

Chapter 2. Permanent Legislative Committees. (Refs & Annos)

Article 3. Contract Review Oversight Committee. (Refs & Annos)

Ala.Code 1975 § 29-2-40

§ 29-2-40. Creation; membership.

Currentness

(a) There is created the Contract Review Permanent Legislative Oversight Committee. The committee shall be composed of the Chairs of the Senate Finance and Taxation General Fund Committee and the Senate Finance and Taxation Education Committee and the Chairs of the House Ways and Means General Fund Committee and the House Ways and Means Education Committee, and four additional members of the Senate, to be appointed by the President of the Senate, and four additional members of the House, to be appointed by the Speaker of the House.

(b) A member of the committee may serve on the committee as long as the member retains the office that qualified the member for service or during the term to which the member was appointed and, if reelected to the same house without a break in service to that house, during the succeeding legislative term until a successor is appointed as provided in subsection (a).

Credits

(Acts 1984, No. 84-277, p. 464; Act 2019-82, § 1; Act 2023-559, § 1, eff. Sept. 1, 2023.)

Ala. Code 1975 § 29-2-40, AL ST § 29-2-40

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Proposed Legislation

Code of Alabama
Title 29. Legislature. (Refs & Annos)
Chapter 2. Permanent Legislative Committees. (Refs & Annos)
Article 3. Contract Review Oversight Committee. (Refs & Annos)

Ala.Code 1975 § 29-2-41

§ 29-2-41. Expenses for members; contracts for personal or professional services; letter of intent to contract; hearing; organization and meetings.

Currentness

(a) Each member of the committee shall be entitled to regular legislative compensation, per diem, and travel expenses for each day he or she attends a meeting of the committee, which shall be paid out of the funds appropriated to the use of the Legislature, on warrants drawn on the state Comptroller upon requisition signed by the committee's chair. Members shall not receive additional compensation or per diem when the Legislature is in session. The Department of Examiners of Public Accounts shall furnish assistance and any relevant information to the committee.

(b)(1) The committee shall have the responsibility of reviewing contracts for personal or professional services with private entities or individuals to be paid out of appropriated funds, federal or state, on a state warrant issued as recompense for those services.

(2) Each state department entering into a contract to be paid out of appropriated funds, federal or state, on a state warrant which is notified by the committee, shall submit to the committee any proposed contract for personal or professional services. Each contract shall be accompanied by an itemization of the total cost estimate of the contract.

(c) A department, in lieu of the proposed contract, may submit to the committee a letter of intent to contract. A letter of intent to contract shall indicate the contracting parties, the services to be performed, an itemization of the total cost estimate of the contract, and such other information as the department may deem pertinent to the committee review of the contract. If a department elects to submit a letter of intent to contract in lieu of a proposed contract, the department shall be required to submit to the committee for its information the contract described in the letter of intent upon the execution of the contract.

(d) The committee shall hold a hearing to review and comment where necessary on any contract or letter of intent to contract within a reasonable time not to exceed 45 days after a department has submitted the contract or letter of intent to contract to the committee. If the committee fails to hold a hearing to review a contract or letter of intent to contract within the 45-day time period, the contract shall be deemed to have been reviewed in compliance with this section. The committee may hold a contract considered at a meeting for up to 45 days following the meeting to review and comment on the contract.

(e) Any contract made by the state or any of its agencies or departments in violation of this section and without prior review by the committee of either the contract or the letter of intent to contract shall be void ab initio.

(f) The committee may issue subpoenas for any witnesses and require the production of any documents or contracts the committee deems necessary to examine in order to conduct its duties.

(g) The committee shall organize itself at the first meeting following a new quadrennium and elect from among its membership a chair and a vice-chair. Any committee member reelected to a new quadrennium shall continue to serve on the committee until such time the committee reorganizes itself.

(h) The committee shall hold regular meetings at least once each month, the regular meetings to be held during the first week of each month.

Credits

(Acts 1984, No. 84-277, p. 464; Acts 1988, 1st Sp. Sess., No. 88-856, p. 336, § 1; Acts 1989, No. 89-654, p. 1296; Acts 1997, No. 97-658, p. 1249, § 1; Act 2023-224, § 1, eff. Aug. 1, 2023.)

Ala. Code 1975 § 29-2-41, AL ST § 29-2-41

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

Code of Alabama

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Chapter 2. Permanent Legislative Committees. (Refs & Annos)

Article 3. Contract Review Oversight Committee. (Refs & Annos)

Ala.Code 1975 § 29-2-41.1

§ 29-2-41.1. Emergency provisions.

Currentness

In case of an emergency adversely affecting public health, public safety, or public welfare of the state, so declared in writing by the Chief Procurement Officer or the head of a purchasing agency, as defined under Section 41-4-114, setting forth the nature of the danger to public health, public safety, or public welfare of the state, contracts may be let to the extent necessary to meet the emergency without review by the committee. Any contract let pursuant to this section involving an emergency adversely affecting the public welfare of the state shall be let for a period of not more than 60 days during which time the committee shall review a contract for a longer period of time if such services are required beyond the 60-day limit hereby imposed.

Credits

(Acts 1988, 1st Sp. Sess., No. 88-856, p. 336, § 2; Act 2023-542, § 1, eff. June 15, 2023.)

Ala. Code 1975 § 29-2-41.1, AL ST § 29-2-41.1

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Ala.Code 1975 § 29-2-41.2

§ 29-2-41.2. Personal and professional service agreements.

Currentness

(a) For the purposes of this article the term personal and professional services specifically includes independent contractor agreements as well as individual employment agreements.

(b)(1) Notwithstanding any other provisions of this article, all contracts for employment of an attorney to provide legal services, including contracts involving an attorney providing legal services under an agreement with the Attorney General, shall be reviewed by the committee.

(2) Contracts for appointment of attorneys for the Department of Transportation for right of way condemnation cases are exempt from this article.

(3) The review by the committee of a contract for the appointment of an attorney includes the retention of essential expert witnesses or additional professional services paid for by the attorney, so long as the cost of these services does not exceed the amount of the approved contract.

(c) Contracts for professional services executed by the Attorney General in preparation for or during litigation with any individual, other than an attorney in the litigation, may be redacted until the conclusion of the litigation if necessary to protect from disclosure information that may lead to harassment of the individual. This subsection does not protect any information from being disclosed, as appropriate during the course of litigation.

Credits

(Acts 1988, 1st Sp. Sess., No. 88-856, p. 336, § 3; Acts 1995, No. 95-652, p. 1364, § 1; Act 2023-224, § 1, eff. Aug. 1, 2023.)

Notes of Decisions (1)

Ala. Code 1975 § 29-2-41.2, AL ST § 29-2-41.2

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Article 3. Contract Review Oversight Committee. (Refs & Annos)

Ala.Code 1975 § 29-2-41.3

§ 29-2-41.3. Personal and professional service agreements -- Exclusions.

Currentness

The following personal and/or professional services contracts shall be excluded from the terms of this article:

- (1) Contracts for insurance;
- (2) Contracts let by competitive bid;
- (3) Contracts entered into by public corporations and authorities;
- (4) Any contract the total amount of which does not exceed \$1,500.00, said total amount to include both compensation and reimbursement of expenses.

Credits

(Acts 1988, 1st Sp. Sess., No. 88-856, p. 336, § 4.)

Ala. Code 1975 § 29-2-41.3, AL ST § 29-2-41.3

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Ala.Code 1975 § 29-2-41.4

§ 29-2-41.4. Personal property and nonprofessional services.

Currentness

The amendments to Sections 41-4-110, 41-4-113, 41-16-20, 41-16-21.1, 41-16-24, and 41-16-27 made by Act 2009-763 shall not affect the review of any contract by the Contract Review Permanent Legislative Oversight Committee.

Credits

(Act 2009-652, p. 2006, § 1; Act 2009-763, p. 2310, § 2.)

Ala. Code 1975 § 29-2-41.4, AL ST § 29-2-41.4

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Ala.Code 1975 § 29-2-41.5

§ 29-2-41.5. Participation in meetings.

Currentness

(a) If the Chair of the Senate Finance and Taxation General Fund Committee or the Senate Finance and Taxation Education Committee or the Chair of the House Ways and Means General Fund Committee or the House Ways and Means Education Committee elects not to participate in meetings of the committee, the Speaker of the House or the President of the Senate, as appropriate, may appoint a House or Senate member to serve in the place of the nonparticipating budget committee chair.

(b) Members of the committee may participate in a meeting of the committee by means of telephone conference, video conference, or similar communications equipment by means of which all persons participating in the meeting may hear each other at the same time. Participation by such means shall constitute presence in person at a meeting for all purposes.

Credits

(Act 2021-536, § 1.)

Ala. Code 1975 § 29-2-41.5, AL ST § 29-2-41.5

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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Ala.Code 1975 § 29-2-41.6

§ 29-2-41.6. Review of certain proposed agreements and obligations.

Currentness

(a) In addition to its other duties under this article, the Contract Review Permanent Legislative Oversight Committee shall review proposed agreements and obligations as follows:

(1) Each state agency or department that receives a direct appropriation from the State General Fund proposing to enter into any agreement obligating the agency or department to expend more than ten million dollars (\$10,000,000) of the annual appropriation from the State General Fund to the agency or department in a future fiscal year or years shall submit the agreement or obligation to the committee for review no later than 10 days after the agreement is signed or otherwise authorized by the agency or department. An agreement or obligation subject to review as provided in Section 29-2-41, is exempt from review under this section.

(2) The committee shall review the proposed agreement or obligation within 30 days of its submission under subdivision (1) and may hold public hearings on the proposal.

(3) If the committee does not give notice to the state agency or department of its approval or disapproval of the proposed agreement or obligation within 30 days of its submission, the proposal is deemed to be approved by the committee for purposes of this section.

(4) If at least two House members and two Senate members of the committee disapprove of a proposed obligation or agreement within 30 days of its submission under subdivision (1), the obligation or agreement shall not become effective until 45 days after the obligation or agreement is submitted.

(b) As part of the committee's review conducted pursuant to this section, all state agencies, departments, boards, commissions, authorities, or other state entities shall cooperate fully with the committee and shall produce any documents or other information requested by the committee.

(c) The Department of Transportation is not subject to the review process in this section.

Credits

(Act 2021-536, § 1.)

Ala. Code 1975 § 29-2-41.6, AL ST § 29-2-41.6

Current through Act 2025-272, and includes Acts 2025-274 through 2025-280, 2025-282 through 2025-307, 2025-310 through 2025-321, 2025-325, 2025-330, 2025-335, 2025-338, 2025-352 through 2025-354, 2025-358, 2025-359, 2025-361, 2025-372, 2025-386, 2025-400, 2025-404, 2025-417, and 2025-424 of the 2025 Regular Session. Some provisions may be more current; see credits for details.

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