

## **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.