

FORM FOR FAST-TRACKING HUMAN SERVICES PROCUREMENT

This form was developed to guide the agencies with fast-tracking their internal processes relative to human services procurement. Although the agency remains solely responsible for administering its own procurement, if the following items are forwarded to the Attorney General's Office (AGO) at the beginning of the procurement, the matter can move in the most efficient manner through the AGO during the phase review process.

1. _____ A statement of funding available for the procurement and if federal funds are part of the procurement a copy of the current federal notice of grant award.
2. _____ In the event there is fiscal uncertainty and insufficient funds for the full initial fiscal year, please attach the agency's plan as to monthly increments in services.
3. _____ A copy of the draft contract. The "compensation" clause, should have a blank line for the total compensation (to be determined).
4. _____ A copy of the procurement communication log as to meetings and communication in the planning stage to date.
5. _____ A copy of all written determinations required in Stage I of the procurement up to the publication of the RFP.
6. _____ A copy of the draft advertisement.

Only if all six (6) of the above items are attached, then please also attach:

7. _____ A draft Request for Proposal ("RFP"). If you have attachments to the RFP please attach them to the draft RFP. For example, if your procurement is federally funded and you have federal forms and federal terms and conditions, they should be included as attachments to the RFP.

Signature of Director/Procurement Officer

Date: _____