

**OSC Fall Conference
Class Exercises for State Authorities
November 6, 2013
MASTER**

Assumptions

Your authority's fiscal year is Jan – Dec
Only Written Notice 2010-01 is active

For each scenario, please decide:

Is it Eligible?
Is it Exempt?
Should it be included on an Annual Report?
If so, when should it be reported?
Does it require prior approval?
Does it have to be filed?

C000001 - Scenario 1 – New Service Contract

Today's Date: Nov 7, 2013
Agreement type: New Contract
Vendor: Hewlett Packard Corp
Description: Maintenance Service for HP printers
Method of Award: Single Source
Transaction Amt: \$2,000,000
Total Contract Amt: \$2,000,000
Award date: Anticipated to be 1/1/2014

Answer

Eligible – Yes
Exempt – No
Report it – Yes
When – 12/1/2013 Initial Annual Report
Approval needed – Yes
Filing only – No

C000001 - Scenario 2 – Service Contract Amendment

Today's Date: July 1, 2014
Agreement type: Amendment
Vendor: Hewlett Packard Corp
Description: Maintenance Service for HP printers
Method of Award: Single Source
Transaction Amt: \$500,000 (*hint – 25% of original approved amt*)
Total Revised Contract Amt: \$2,500,000
Award date: Anticipated to be 8/15/2014

Answer

Eligible – Yes (*it amends an eligible contract*)

Exempt – No

Report it – Yes – (*increase of 25% or more*)

When – Report Update by 7/15/2014 (*at least 30 days before execution*)

Approval needed – Yes – (*increases value by 10% or more than approve amt*)

Filing only – No

C000001 - Scenario 3A - Service Contract Amendment

Today's Date: October 1, 2014
Agreement type: Amendment
Vendor: Hewlett Packard Corp
Description: Maintenance Service for HP printers
Method of Award: Single Source
Transaction Amt: \$250,000 (*hint – 10% of approved amt*)
Total Revised Contract Amt: \$2,750,000
Award date: Anticipated to be 11/15/2014

Answer

Eligible – Yes – (*it amends an eligible contract*)

Exempt – No

Report it – No – (*increase is not 25% or more*)

When – NA

Approval needed – Yes – (*increases value by 10% or more than approve amt*)

Filing only – No

C000001 - Scenario 3B - Service Contract Amendment

Today's Date: October 1, 2014
Agreement type: Amendment
Vendor: Hewlett Packard Corp
Description: Maintenance Service for HP printers
Method of Award: Single Source
Transaction Amt: \$100,000 (*hint – 4% of approved amt*)
Total Revised Contract Amt: \$2,600,000
Award date: Anticipated to be 11/15/2014

Answer

Eligible – Yes (*it amends an eligible contract*)

Exempt – No

Report it – No (*increase is not 25% or more*)

When – NA

Approval needed – No (*increases is not 10% or more than approve amt*)

Filing only – Yes (*within 60 days after execution*)

C000002 - Scenario 4 – Contract Renewal

Today's Date: Nov 7, 2013
Agreement type: Contract Renewal (Amendment)
Vendor: Mr. Clean Cleaning Supply Corp
Description: Purchase Cleaning Supplies
Method of Award: Competitive – Allows for one 3 year extension
Funding Source: Operating funds appropriated by the State
Transaction Amt: \$300,000
Total Revised Contract Amt: \$1,100,000
Original Award Date: March 1, 2010
Renewal Start Date: March 1, 2014

Answer

Eligible – Yes (*total contract as amended exceeds \$1M & State approps used*)
Exempt – No
Report it – Yes
When – 12/1/2013 Initial Report (*reasonably anticipated to exercise renewal option*)
Approval needed – No
Filing only – Yes (*within 60 days after execution*)

C000003 - Scenario 5 – Emergency Contract

Today's Date: Nov 15, 2012
Agreement type: New Emergency Contract
Vendor: Quick Response Restoration Inc
Description: Super Storm Sandy clean up services
Method of Award: Competitive - Emergency
Transaction Amt: \$1,200,000
Funding Source: Operating funds appropriated by the State
Total Contract Amt: \$1,200,000
Original Award Date: Nov 1, 2012

Answer

Eligible – Yes
Exempt – Yes
Report it – No (*Exempt contracts excluded from reporting*)
Approval needed – No (*Exempt contracts excluded from prior approval*)
Filing only – Yes (*within 60 days after execution*)

C000004 - Scenario 6 – Grant Contract

Today's Date: Nov 15, 2013
Agreement type: New Grant Contract
Vendor: Happy Baby Day Care Center
Description: Start up cost reimbursement
Method of Award: Competitive
Transaction Amt: \$1,200,000
Funding Source: Funds appropriated by the State
Total Contract Amt: \$1,200,000
Award Date: Anticipated to be Dec 15, 2013

Answer

Eligible – Yes
Exempt – No
Report it – Yes, Report Update by Nov 15, 2013
Approval needed – No (*no active notice for competitive grant*)
Filing only – Yes (*within 60 days after execution*)