

**CONTRACT REQUEST FORM**

To request contract services, send completed form with required attachments to PMDBContractSupport@dgs.ca.gov or OSContractSupport@dgs.ca.gov.

| <u>TYPE OF REQUEST</u>   | <u>CONTRACT TYPE</u>   | <u>PROJECT INFORMATION</u>  |
|--|--|---|
| New Advertisement<br>New Contract<br>Task Order<br>Change Order(s)<br>Amendment<br>Disencumbrance<br>MT&IS Work Authorization<br>Other (provide details in Notes section)<br><b>If Applicable:</b><br>Existing Contract #<br>Fi\$Cal Contract ID<br>Purchase Order # | <u>DIVISION / BRANCH / OFFICE</u><br><br><u>FOR EXISTING/EMERGENCY CONTRACTS</u><br>Contractor Name<br>Contractor Primary Contact<br>Contractor Phone Number<br>Contractor Email | Project Title<br>Project Description<br>Address<br>Client Agency<br><u>Requestor</u><br>Name / Title<br>Phone Number<br>Email |

**CONTRACT FUNDING INFORMATION**

- **Please note: project funding must be confirmed by requester prior to request for contract services**
- **Any errors in Funding Information will result in a delay of this request**
- **If necessary, work with branch project analyst (for [PMDB: Project Support SharePoint](#)) for transfer of funds, etc.**

| PCBU | Project ID | Resource Type | Account | Alt. Account | Activity ID | Category | Subcategory |
|------|------------|---------------|---------|--------------|-------------|----------|-------------|
|      |            |               |         |              |             |          |             |

| DGS Billing Code | Reporting Structure | Amount           | Major Capital Outlay | Support Funds   | Bond Funded |
|------------------|---------------------|------------------|----------------------|-----------------|-------------|
| ARF              | SRF                 | Federally Funded | Minor Capital Outlay | Special Repairs | Other       |

Activity ID for coding of Advertisement Costs related to **Project Specific A&E** requests (retainers not billed to projects)

**NOTES** Please include any information that will assist the Analyst processing this request.

**By signing this form, the requestor certifies:**

- All requisite funding coordination has been performed and this request is consistent with Government Code §13324 detailing personal liability when expenditures exceed allotments, etc.
- Conflict of Interest requirements per State Contracting Manual, Volume 1, Chapter 7, Section 7.10 (A.2.), Public Contract Code §§ 10410 & 10411, and Administrative Order 05-06 have been met.

**e-Signature and date:**

**REQUIRED ATTACHMENTS** (in addition to this form):

**New Advertisement/Contract:**

- A&E Contract (new) – Advertisement (Word), Request for Qualification (Word), Estimated Value of Services (project specific contracts, only), Std. 215 (boxes 8 & 9 only) [scope of services, and rates to be provided post award]
- Public Works Construction (new):
  - Design Bid Build (formal) – plans and specifications in hard copy delivered to PMDB Contracts, approved Master Builders Risk Construction Project Enrollment Form (>\$25,000), Project Filing Worksheet, bidding and execution schedule, 3-Page Estimate (Project Cost Summary – recently dated), plan holders list, regulatory exemptions (if applicable), [soft copies of electronic Division 0s should be made available to PMDB analyst]
  - Design Bid Build (informal a.k.a. SB/DVBE Option; < \$333,000.00) - everything listed for Design Bid Build listed above plus: list of invited / pre-screened contractors (if applicable)
  - Informal Urgency - everything listed for Design Bid Build listed above plus: signed memo approving informal urgency solicitation
  - Emergency – everything listed for Design Bid Build listed above plus: signed memo approving emergency declaration
  - Design Build – request for qualifications (Word)
- Materials Testing & Inspection Services – Scope of Work (Word), Cost Worksheet, Std. 215 (page 4 (GC 19130 justification)
- Commodities – ARF Purchase Order Request Form/Worksheet, Cal PIA documentation (if applicable)
- Personal Services (Service Contract) – Scope of Work (Word), Cost Worksheet, Std. 215 (page 4 (GC 19130 justification). Other items as applicable (DMC, etc.)
- Service Order – Scope of Work (Word), Cost Worksheet, Std. 215 (page 3 (GC 19130 justification). Other items as applicable (DMC, etc.)
- Interagency Agreement (IA) – Scope of Work (Word)
- California Multiple Award Schedule (CMAS) - Scope of Work (Word)
- Other – Please detail in notes section

**Existing Contracts:**

**A&E:**

- Amendment or Task Order – Amendment or Task Order (Word), Estimated Value of Services, Std. 215 (boxes 8 & 9 only)
- Disencumbrance – Operating Expense & Encumbrance Detail Report, Std. 215 (boxes 8 & 9 only)

**Other than A&E:**

- Amendment (Personal Services) - Scope of Work (Word), Cost Worksheet, Std. 215 page 4 (GC 19130 justification)
- Change Order (Public Works) – PDF of State's copy of CO, Change Order Log (spreadsheet) in Excel. Note: Contractor's copy of CO to be mailed concurrently with request; State's copy to be placed in in-box near Contracts Manager's office.
- Materials Testing & Inspection Services (MT&IS) Work Authorization – Approval email from Chief, if usage exceeds \$50,000.00.
- Disencumbrance - Operating Expense & Encumbrance Detail Report