

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

Pre-Contract Action Request (P-CAR)

Contract Pre-Screening Tool (OFM Requirement per DCYF Audit 2004)

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	SON MAKING	REQUEST			DATE			Date Receive	ed:		
								ACD Approva	al:		
2. CON	TRACTOR N	AME	CON	NTRACT NUM	1BER F	PROGRAM NI	JMBER	PM Notified:			
Multiple	e contracts	2						CM:			
Multiple contracts? Attach list with Contractor names and contract numbers. 3. CONTRACT INFORMATION Required Forms Received:											
☐ Urgent ☐ New Contract ☐ Amendment ☐ Renewal											
4. CONTRACT TYPE											
	☐ Client Service ☐ Personal Service ☐ Interlocal ☐ Purchased Service ☐ Other:										
5. INVOICE TYPE A-19 SSPS 6. PAYMENT TYPE Max Consideration Fee for Service 7. Contract Period: Amendment Period:											
8. PRO	CUREMENT		itive \square	Sole Source		REQUIRED E	SY STATUT		BENEFIT AN Yes; att	ALYSIS COMPLETED	
=	curement N	-	ilive 🗀	Sole Source				□ IV/a	1es, all	acii	
11. SEF	RVICES NEE	DED; BRIEF	LY DESCF	RIBE							
	1			12. Account Coding for new contracts and amendments if additional funding is authorized							
FUND											
	APPN	PRG	SOBJ	SSOBJ	ORG	ALLOC	PROJEC		PROJPH	AMOUNT	
	APPN	PRG	SOBJ	SSOBJ	ORG	ALLOC			PROJPH	AMOUNT	
	APPN	PRG	SOBJ	SSOBJ	ORG	ALLOC			PROJPH	AMOUNT	
	APPN	PRG	SOBJ	SSOBJ	ORG	ALLOC			PROJPH	AMOUNT	
	APPN	PRG	SOBJ	SSOBJ	ORG	ALLOC			PROJPH	AMOUNT	
								SPROJ			
	JM CONSIDE		STATE F		ORG FEDERAL F					AMOUNT OTHER FUNDS \$	
MAXIMU			STATE F		FEDERAL F			SPROJ LOCAL FU		OTHER FUNDS	
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Collective Bargaining Agreement Analysis Checklist		
To assess your obligation to bargain, ask:	YES	NO
Has the work ever been performed by Union represented employees?	🗆	
Has the work ever been performed by Union represented employees within your unit or facility?	🔲	
Even if the work has never been, could the contract impact Union represented employees?	🔲	
Is the contract for work historically performed by Union represented employees legislatively mandated or authorized prior to 07/01/2005?	🗆	
Has work, historically performed by Union represented employees, been most recently performed by a vendor contract?	🗆	
If yes, is the proposed new contract a different scope of work than that performed under the previous vendor contract?	🗆	
 If any answers are yes, the contract will be reviewed for possible notification of the Union and you may You will be kept informed of the process. Reference: Decision Tree at Caoly3:S; Contract Tool Box, Contract Development Tools; Union Review 		ked for clarification.
NOTE: Above checklist must be completed.		
APPROVAL SIGNATURE FROM OFFICE CHIEF OR DIRECTOR (OR DESIGNEE)	DATE	
PRINT NAME HERE		