

**These directions only apply to grants/contracts submitted directly to the secretary of the State Administrative Board**

APPLICABLE FORMS:

- SAB-810, Finance and Claims Agenda Format
- **FOR CONTRACTS** - Bid Tab Templates (New and Change) available on the DMB Intranet - Statewide Purchasing
- **FOR GRANTS** - SAB-812, State Administrative Board Grant Abstract available on the State Administrative Board website

Proposing Agency:

Determines whether contract/grant needs State Administrative Board approval according to resolutions *2003-1 Reduce Threshold for Contractual Approval*, effective March 25, 2003, and *2003-2 Exceptions to Threshold for Contract Approval Established by Resolution 2003-1*.

Determines the committee review schedule with which it will need to comply, and allows lead-time to prepare and submit supporting documents. Items are due on Tuesday at noon two weeks before the F&C meeting.

Assures that all prerequisites, including all required reviews and approvals, are met prior to submission of any type of proposal for committee action.

Submits the following material to the Secretary of the State Administrative Board, 2<sup>nd</sup> floor, Mason Building:

1. one copy of an Agenda Format (SAB-810). Please create this document in Courier New 12 point format. **Submit one electronic copy to the Secretary of the State Administrative Board via email.**
2. for each contract, grant, or contract amendment to be submitted for the agenda, send the following:
  - a. The completed original, signed Bid Tab or Grant Abstract Form (SAB-811) and nine copies.
  - b. To determine whether you need to submit a copy of the contract, grant, or amendment, please see the table below.

New contract or grant \$25,000.00 to \$249,999.00	<b>New contract or grant \$250,000.00 and over</b>	Amendment \$25,000.00 to \$249,999.00	<b>Amendment \$250,000.00 and over</b>
<u>Do not provide</u> a copy of the contract or grant	<b>* Provide a copy of the new contract or grant</b>	<u>Do not provide</u> a copy of the contract or grant	<b>* Provide a copy of the contract, past amendments, and the new amendment</b>

\* If you are sending a grouping of contracts/grants or amendments that use the same boilerplate language, you can send one sample contract/grant or amendment.