

Checklist for Submitting Contractual Agreements Less Than \$20,000

Requirements		Type		
		Contract	CEA	MOU
1	Signed Agreement (2 Originals, 1 Copy) - Inclusive of the following:	Yes	Yes	Yes
	• All clauses (as required by OSP) - <i>see OSP website for current list</i>	Yes	Yes	
	• Detailed Scope of Services with:			
	* Goals	Yes	Yes	Yes
	* Objectives	Yes	Yes	Yes
	* Deliverables with Schedule	Yes	Yes	Yes
	* Performance Measures	Yes	Yes	
	* Monitoring Plan	Yes	Yes	Yes
• Payment Terms & Schedule	Yes	Yes	Yes	
• Tax ID Number	Yes	Yes	Yes	
• Effective Dates	Yes	Yes	Yes	
2	Completed W-9 Form (FEIN/SSN MUST match # on contract)	Yes	Yes	Yes
3	Resume of Consultant	Yes	Yes	
4	Contractor's Board Resolution (naming person with Signature Authority) (profit and non-profit corporations) *This is only required when the contractor's name differs from the name of the person signing the contract.	Yes	Yes	
5	Proof of Disclosure of Ownership on file with Secretary of State (for profit corporations whose stock is not publicly traded)	Yes	Yes	
6	Proof of Certificate of Authority registered with Secretary of State (out-of-state corporations)	Yes	Yes	
7	Legal services contracts require the following additional signatures:	Yes		
	• Attorney General's Office			
	• Office of Risk Management	Yes		
	• The Governor's Office	Yes		

Contract - Professional, Personal, Consulting, or Social Services

CEA - Cooperative Endeavor Agreement

IAT/IGA - Interagency/Intergovernmental Agreement

MOU - Memorandum of Understanding

Contract - a written legal agreement, enforceable by laws and signed by two or more parties for the fulfillment of expressed obligations, including services to be provided, time periods, terms of payment, and other terms and conditions as are appropriate and which are mutually agreed upon.

Cooperative Endeavor Agreement - the legal transfer or donation of state resources. The criteria for legally transferring state property include: (a) that it serves a public purpose, (b) that the community receives a direct benefit, and (c) that the value of the donation is commensurate with the benefit received.

Interagency/Intergovernmental Agreement - is an agreement between two or more governmental bodies or units for the purpose of transferring funds, property, or services.

MOU - an agreement of cooperation between two organizations defining the roles and responsibilities of each organization in relation to the other(s) with respect to an issue over which the organizations have concurrent jurisdiction.