

OPM PSA_POS Approval Process Business Requirements

SUMMARY

This process is to be used for requests by the Department of Public Health, Department of Correction, Department of Developmental Services, Department of Children and Families, Department of Mental Health and Addiction Services, Department of Rehabilitation Services, Department of Housing, Department of Social Services and the Office of Early Childhood for a Personal Service Agreement (PSA) or a Purchase of Service Agreement (POS) that must be approved by OPM.

Core-CT – eProcurement/Request System

Effective May 1, 2018 the above named state agencies must create new PSA or POS requests through the eProcurement module in Core-CT. The old system will not be used after this date.

Access to the functionality will be made through Core-CT Agency Security Liaisons. http://www.core-ct.state.ct.us/security/fin_sec.html. This process is replacing the current functionality in the OPM request system.

Procurement Standards for seeking OPM approval

- Requests to conduct an RFP, regardless of whether PSA or POS, are to be submitted to OPM for approval if the RFP amount is greater than \$50,000 or the contract term is more than one year. RFPs of \$50,000 or less may be approved at the Agency level. OPM approval must be obtained before contracting for any amount above the level in the original request.
- Contracts resulting from an RFP must be submitted to OPM for approval if there are fewer than three responses regardless if they have already submitted a request for approval before the bid process. All other contracts resulting from RFPs may be approved at the Agency level and do not require OPM approval, except as noted in the preceding bullet.
- Sole source requests for a contract, regardless of whether PSA or POS, must be submitted to OPM for approval if the contract amount is greater than \$20,000 or the contract term is greater than one year. Requests for contracts of \$20,000 or less and with a term of one year or less may be approved at the Agency level and do not require OPM approval.
- PSA and POS contract amendments must be approved by OPM when: 1) an original contract amount is more than \$50,000 or original term is more than one year; 2) the amendment results in a cost of 100% or more than the original contract amount; 3) the amendment brings the total contract amount over \$50,000 or extends the contract period longer than one year; or 4) this is the second or subsequent contract amendment.

Process

Users must create a PSA_POS requisition in the Core-CT eProcurement module by choosing the appropriate requisition type. The PSA_POS Details Link will display the forms that are currently used in the request system. When naming a requisition, it is recommended that agencies include the supplier name in this field.

Each agency should reach out to its assigned OPM budget analyst to discuss expectations regarding what detailed information should be provided when submitting a contract request, and the means by which the information should be provided. Early and complete communication will help expedite the rendering of final dispositions for contract requests.

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Make sure to add the Budget Reference in the Justification field. Example: Budget Ref. 2018
Lengthy details about the request can be created in a separate document and added as an attachment in the Requisition Comments and Attachments field. For shorter descriptions, Agencies may use the Justification or Comments fields on the requisition header.

With the **prior approval** of OPM, requests for amendments to take the same action on multiple contracts (e.g., a 1% addition or reduction or to enter into the same contract for a particular service type with multiple contractors) may be submitted as one requisition, provided a spreadsheet or other document listing the name of the contractor and service type, the term, the amount and other relevant information is attached to such requisition. Once amendments are approved, the user must manually update the existing supplier contract in Core-CT.

Choose “PSA” for Req. Type when the Agency intends to enter into a contract with an individual, regardless of whether a health or human service related deliverable is involved (for example, when an information technology consultant is being retained).

Agencies will still have access to complete pending requests in the legacy OPM contract request system. Any new request submitted in the legacy system after the cutoff date of May 1, 2018, will be denied and Agencies will be directed to submit their request through the new Core-CT functionality.

Requests for any PSA or POS under \$20,000 will be routed to internal Agency approvers.

Note that a request is, by statute, approved if it is not acted on within 15 days. However, the use of the “hold” functionality by a budget analyst, budget section chief or executive finance director **shall constitute a disapproval of the request** until such time as further supporting information is available and/or final action, if any, is taken with respect to the request.

Training

Training classes for the new Core-CT PSA_POS Process were provided by the Core-CT Training Unit. Ongoing classes will be scheduled on an *as-needed* basis after March 26, 2018. Agency users should contact Tom Vaughan – Manager Core-CT Training at Tom.vaughan@ct.gov to discuss any future training needs.

Job Aids will be posted on the Core-CT website for reference: <http://www.core-ct.state.ct.us/financials/>

Core-CT Help Desk

Please direct all Requests for Service or inquiries to the FootPrints Help Desk Application for Core-CT using the following link: <http://footprints.ct.gov/footprints>

Subscribe to [Daily Mail: Core-CT Communication Bulletins](#)

Reporting

A query has been created that Agencies can schedule that will identify all PSA_POS requests that have been approved by OPM. Agencies can add users to receive an email each day to access the report.

Query Name: CT_REQ_POS_PSA_STATUS

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Instructions on scheduling/maintaining the report will be reviewed in the training sessions and a job aid will be posted to the Core-CT website.

Policy Questions

Please direct any policy related questions to Valerie Clark at Valerie.clark@ct.gov or 860-418-6313.