DEPARTMENT OF REGULATORY SERVICES

Date: June 10, 2016

To: Professional/Technical Contracts
Office of State Procurement
Department of Administration

From: Mary Jones, Commissioner
651-555-5555

Subject: Professional/Technical Services Annual Plan - FY 2017

During the fiscal year ending June 30, 2010, the Department of Regulatory Services anticipates the need for professional/technical services in an amount not to exceed $22,000.

Justification of need / Explanation for State employees’ inability to fill this need:
DRS does not have staff skilled in the areas requested in the Annual Plan. The services identified below are necessary to support and enhance DRS’s internal service fund business and to provide expertise not available elsewhere in the State or that is not available in a timely manner by state employees.

Method used to establish rates, order services, and bill for services:
Venders will be selected based on contracting requirements. Proposals will be received from prospective contractors and negotiated to establish rates. An Annual Plan Agreement will be issued to order services.

DRS plans to use the following services:

1. **Training Services – $9,500**
   During the course of FY 2009, need for software, management consulting, and/or other training services will be necessary to retain employees and maintain an effective business. External trainers may be used when an internal resource is not available or it is more efficient to train with an external source. Venders will be compensated at their usual rates and in no instance will any one vender receive more than $5,000 during the fiscal year under this annual plan.

2. **Public Speaker Services - $5,000**
   Speakers will be used to conduct or coordinate seminars, address workshops, or train and inform employees and clients. Technical services will be used when assistance is required as new or different tasks or methods of operation are employed in the various activities of the department. Total hours and costs of each agreement will vary. In no case will any speaker receive more than $1,500 during the fiscal year under this annual plan.

Revised 09/03/2015
3. **Design Services - $7,500**

Occasionally, printed materials such as publications, training materials, forms, etc require assistance in document layout, illustrative artwork / graphic design, or desktop publishing. External vendors may be used when an internal resource is not available or it is more efficient to contract with an external source. Vendors will be compensated at their usual rates and in no instance will any one vendor receive more than $5,000 during the fiscal year under this annual plan.

**Enforcement of $5,000 per Vender Cap:**

All contractors used will be monitored through a centralized computer system which will not allow the entry for work in excess of $5,000. To ensure that the $5,000 limit per contractor is not exceeded, three checkpoints have also been established. Our contract log will be checked for other agreements with the same contractor by the initiator at the time of initiation, by the contract coordinator staff at the time the work order is formally logged into the monitoring system, and by the accounting staff at the time of encumbrance.

**Agency’s Small Business, Targeted Group Business, & Economically Disadvantaged Business Goals:**

In the event that a state employee is unavailable, DRS will determine if any targeted/economically disadvantaged small business vendors are available by searching the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors on the OSP website. Every effort will be made to use targeted group vendors when appropriate.

DRS will report vendors that exceed our expectations or provide poor service by completing a Vender Performance Report. Unresolved situations will be brought to the attention of the Vender Management Specialist within the Office of State Procurement.

DRS respectfully requests your approval of this plan.

APPROVED:

__________________________________        __________________________________
Department of Regulatory Services    Department of Administration, OSP
__________________________________      __________________________________
Date              Date