DEPARTMENT OF REGULATORY SERVICES

Date: August 12, 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
Amendment # 2

During the fiscal year 2009, the Department of Regulatory Services (DRS) anticipates that it will need to procure services from consultants who are not state employees, or firms that are not state agencies.

The total anticipated cost for these services is $32,075. Of this amount, $22,000 was included in DRS’s original Annual Plan memo submitted June 10, 2008. Amendment #1 added $4,800; Amendment #2 will add $5,275.

The services and related costs for this amendment include:

1. **Presenters / Trainers - $2,275**
   
   DRS already requested and was approved to spend up to $9,500 for IT-related training services. However, it was discovered that additional DRS personnel require training as well. Due to the added training required, we are requesting an increase of available funds for training. DRS will engage individuals to serve as presenters at workshops and conferences to its department managers. They will provide training and/or technical assistance to assure that all DRS managers are fully prepared for the duties associated with their job positions. DRS anticipates it will need to retain four to six individual trainers who will be paid amounts ranging from $125 - $750 depending on the scope of services they will be asked to perform.

2. **Computer Systems Maintenance & Support - $3,000**

   DRS is in need of routine IT-related professional services to maintain and support our computer network system. DRS anticipates needing services for up to 20 hours during the fiscal year, at a rate not to exceed $150 per hour.

All terms and conditions of the original annual plan agreement apply to this amendment including the requirement that no contractor will be paid an amount exceeding $5,000 under an agency’s annual plan.

DRS respectfully requests your approval of this amendment.

APPROVED:

__________________________________      __________________________________
Department of Regulatory Services  Department of Administration, OSP

__________________________________     __________________________________
Date            Date