

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 20  
DATE November 7, 1973

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

WHEREAS, contracts for special services are awarded by most agencies in State Government; and,

WHEREAS, it is the intent of the State to offer fair and equitable treatment to all vendors; and,

WHEREAS, standards and a review for compliance to standards is necessary to insure that procedural and financial guidelines have been followed;

NOW, THEREFORE, I, KENNETH M. CURTIS, Governor of the State of Maine, do hereby order that a Review Committee for Contractual Services be established to include the State Controller, State Budget Officer, State Purchasing Agent and the Director of Central Computer Services, who will be the Chairman.


It is further ordered that the committee receive prenotification of any proposal for special services containing such information and in such form as they require and that all bids should be directed to the Bureau of Purchases for public opening. You are instructed to follow procedures set forth in the Manual of Financial Procedures, Part III, Section 48, Contracts for Special Services.

This order replaces Executive Order #5 FY70 dated December 29, 1969.

GENERAL INFORMATION

Procedures that will change as a result of amendments to the Manual of Financial Procedures, Part III, Section 48 are attached.

Copies of the financial guidelines and prenotification forms are available from the Office of the State Controller.

  
KENNETH M. CURTIS  
GOVERNOR

## PROCEDURAL CHANGES

1. All Requests for Proposals must be submitted to the Review Committee for Contractual Services for approval prior to soliciting bids.
2. A copy of the Standard State Contract must be included in the Request for Proposal.
3. A mandatory clause has been inserted in the Standard State Contract that requires the approval of the Office of the Attorney General, the Review Committee for Contractual Services and the Office of the State Controller before the contract is legal and valid.
4. All contracts must be submitted to the State Purchasing Agent for public opening.
5. Mandatory standards for the structuring of the Request for Proposal have been adopted.
6. Waiver from procedures as set forth in the Manual of Financial Procedures, Part III, Section 48, Contracts for Special Services must be approved in advance by the Review Committee for Contractual Services.
7. The Review Committee for Contractual Services will normally review agency requests within one working day from date of receipt.