To request contract services, send completed form with required attachments to PMDBContractSupport@dgs.ca.gov or OSContractSupport@dgs.ca.gov.

ase Order # Email DNTRACT FUNDING INFORMATION Please note: project funding must be confirmed by requester prior to request for contract services Any errors in Funding Information will result in a delay of this request If necessary, work with branch project analyst (for PMDB: Project Support SharePoint) for transfer of funds, etc. PCBU Project ID Resource Type Account Alt. Account Activity ID Category Subcategory GS Billing Code Reporting Amount Major Capital Support Funds Bond Funded Activity ID for coding of	PE OF REQUEST		-	CONTRACT TYPE			PROJECT INFORMATION			
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By signing this form, the requestor certifies:

- All requisite funding coordination has been performed and this request is consistent with Government Code §13324 detailing personal liability when expenditures exceed allotments, etc.
- Conflict of Interest requirements per State Contracting Manual, Volume 1, Chapter 7, Section 7.10 (A.2.), Public Contract Code §§ 10410 & 10411, and Administrative Order 05-06 have been met.

e-Signature and date:

REQUIRED ATTACHMENTS (in addition to this form):

New Advertisement/Contract:

A&E Contract (new) – Advertisement (Word), Request for Qualification (Word), Estimated Value of Services (project specific contracts, only), Std. 215 (boxes 8 & 9 only) [scope of services, and rates to be provided post award]

Public Works Construction (new):

- Design Bid Build (formal) plans and specifications in hard copy delivered to PMDB Contracts, approved Master Builders Risk Construction Project Enrollment Form (>\$25,000), Project Filing Worksheet, bidding and execution schedule, 3-Page Estimate (Project Cost Summary – recently dated), plan holders list, regulatory exemptions (if applicable), [soft copies of electronic Division 0s should be made available to PMDB analyst]
- Design Bid Build (informal a.k.a. SB/DVBE Option; < \$333,000.00) everything listed for Design Bid Build listed above plus: list of invited / pre-screened contractors (if applicable)
- o Informal Urgency everything listed for Design Bid Build listed above plus: signed memo approving informal urgency solicitation
- Emergency everything listed for Design Bid Build listed above plus: signed memo approving emergency declaration
- Design Build request for qualifications (Word)

🗌 Materials Testing & Inspection Services – Scope of Work (Word), Cost Worksheet, Std. 215 (page 4 (GC 19130 justification)

Commodities – ARF Purchase Order Request Form/Worksheet, Cal PIA documentation (if applicable)

- Personal Services (Service Contract) Scope of Work (Word), Cost Worksheet, Std. 215 (page 4 (GC 19130 justification). Other items as applicable (DMC, etc.)
- Service Order Scope of Work (Word), Cost Worksheet, Std. 215 (page 3 (GC 19130 justification). Other items as applicable (DMC, etc.)
- □ Interagency Agreement (IA) Scope of Work (Word)
- California Multiple Award Schedule (CMAS) Scope of Work (Word)
- Other Please detail in notes section

Existing Contracts:

A&E:

Amendment or Task Order – Amendment or Task Order (Word), Estimated Value of Services, Std. 215 (boxes 8 & 9 only)

Disencumbrance – Operating Expense & Encumbrance Detail Report, Std. 215 (boxes 8 & 9 only)

Other than A&E:

- Amendment (Personal Services) Scope of Work (Word), Cost Worksheet, Std. 215 page 4 (GC 19130 justification)
- Change Order (Public Works) PDF of State's copy of CO, Change Order Log (spreadsheet) in Excel. Note: Contractor's copy of CO to be mailed concurrently with request; State's copy to be placed in in-box near Contracts Manager's office.

Materials Testing & Inspection Services (MT&IS) Work Authorization – Approval email from Chief, if usage exceeds \$50,000.00.

Disencumbrance - Operating Expense & Encumbrance Detail Report