

 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Contract Procurement, Monitoring, and Fiscal Responsibilities</b>		NO. 2914
			DATE 09/19/2022
SUPERSEDES DIR #2914 Dtd. 04/26/18	DISTRIBUTION A	PAGES PAGE 1 OF 12	DATE LAST REVISED
REFERENCES (Include but are not limited to) Article 9 of the NYS Labor Law; Prompt Contracting Law Article XI-B; Article 15-A and 17-B of the Executive Law; NYS Finance Law; State's Guide to Financial Operations; NYS Procurement Guidelines; SARA Guidelines; Procurement Lobbying Law; Directives #2604M, #2604S	APPROVING AUTHORITY 		

- I. **BACKGROUND:** This directive defines policies and procedures for contract procurement by the Department of Corrections and Community Supervision's (DOCCS) Central Office and the Contract Procurement Unit's resource support for correctional facilities. The directive complements the New York State Procurement Guidelines (Rev. 2014), described below.
- II. **POLICY:** It is the policy of the State of New York, as set forth in the above, to ensure that the State obtains services (including technology) on the basis of "best value" or in certain types of procurements, "best price," from responsible vendors. Staff shall adhere to the provisions of this directive when initiating contract procurements, generating documentation to support contract procurement decisions, and maintaining internal controls over the contract procurement process. Staff shall follow the NYS Procurement Guidelines (Rev. 2014) for procurement methods and procedures, as well as all current New York State agency contract policies. The NYS Procurement Guidelines can be accessed at the website of the Office of General Services (OGS) at: [www.ogs.ny.gov](http://www.ogs.ny.gov), through the Procurement Services section. Additional procurement policy guidelines are located in the State's Guide to Financial Operations at [www.osc.state.ny.us/agencies/guide/MyWebHelp](http://www.osc.state.ny.us/agencies/guide/MyWebHelp).
- III. **DEFINITIONS**
  - A. **Procurement:** A method to obtain goods and services that have been identified by the Department's Central Office divisions, offices, or facilities to fulfill a specified need.
  - B. **Contract:** As defined for this directive, is a set of documents that describe the agreement, the scope of services, the budget, plus necessary appendices, that will be needed in order to obtain said goods or services. Most contracts are subject to review and approval by the Office of the State Comptroller (OSC). The sole exception are "T" contracts which would otherwise be subject to OSC review and approval, but fall under the State's discretionary funding threshold, permitting "T" contracts to be approved at the State Agency/Facility level.
  - C. **Contract Procurement Unit (CPU):** Refers to a specific unit in DOCCS Central Office which is responsible for coordinating contract procurements for Central Office.
  - D. **Facility Contracts:** For purposes of contract procurement, the following facility staff titles are defined as equivalent to the CPU titles used in this directive:

<b>CPU</b>	<b>Equivalent Facility Staff</b>
CPU Staff and Associate Budget Analyst	DSA, Steward, Head Account Clerk
Deputy Commissioner	Superintendent
Asst. Commissioner, Division/Office Head (Program Area making the request for goods or service)	Deputy Superintendent (or as designated by the Superintendent)
Director of Budget & Finance	Superintendent
The Division of Budget & Finance	Facility Business Office
Counsel's Office	Superintendent's designee

- E. **Contract Administrator/Contract Manager:** The person assigned by the Division/Office (Program Area) supervisor who is responsible, or the liaison, for all of the related business decisions (i.e., Is the product/service really necessary? Is the price justified?) throughout the procurement process and throughout the life of the contract. Upon award, they also have the responsibility to monitor the contractor's delivery of goods or services according to the terms defined in the contractual agreement.

NOTE: Should the Contract Administrator/Contract Manager leave their current position, the Executive/Division/Office (Program Area) *must* assign a new person to take over this role and communicate this to CPU.

- F. **Scope of Work:** A detailed written description of the conceptual requirements for a procurement (goods or services) contained in a procurement document that is needed by the Division/Office (Program Area) and becomes the basis of the procurement.

NOTE: The scope of work (SOW) **may not** be compiled by a vendor. Information received in a Request for Information (RFI) may be used to assist the Division/Office (Program Area) in drafting the SOW, but significant portions of any vendor response cannot be taken directly from their submissions.

- IV. CONTRACT PROCUREMENT UNIT:** The CPU is aligned within the Division of Support Operations and administers the procurement process for all Central Office or DOCCS centralized contracts, working together with the Division/Office (Program Area) that requires a contract to procure necessary goods or services. The Division/Office (Program Area) that requires the contract will designate a Contract Administrator who will work with the CPU from the beginning of the procurement/contract development process, and monitor performance, through the life of the contract. During the life of a contract, the CPU, with the assistance of the Counsel's Office, will be responsible for administering functions related to applicable contract renewals, extensions, amendments, or assignments with specific program or scope of service information provided by the Division/Office (Program Area), as required for the contract action. The CPU will track dates and provide reminders of contract renewals and contract expirations to the Divisions/Offices (Program Areas).

- V. CORRECTIONAL FACILITIES:** Facilities remain responsible for contracts that are traditionally procured at the local level. The facility will typically follow the same process steps to procure a contract at the local level that the CPU follows for Central Office contracts, as defined in this directive. The CPU is an informational resource for the facilities.
- VI. INITIATING A CENTRAL OFFICE CONTRACT PROCUREMENT (Use of [Form #2914A](#), “Contract Procurement Request Form,” and [Form #2914B](#), “Contract Procurement Checklist – Program Area (Requesting Office)”**
- A. Division/Office (Program Area) Requesting the Contract shall:
1. Complete Part 1 of [Form #2914A](#) if applicable, providing as much information as possible about the proposed contract procurement.
  2. Obtain executive authorization from the appropriate Deputy Commissioner or designee to pursue a contract.
  3. Obtain approval for funding from the DOCCS Division of Budget and Finance (approval from NYS Division of Budget [DOB] may also be required via the “B-1184 process”).
  4. Forward the completed [Form #2914A](#) to the CPU.
  5. Prepare the SOW/bid specifications for the procurement.
  6. Be familiar with the requirements of the Procurement Lobbying Law in regard to the restrictions on contacts during the procurement restricted period<sup>1</sup> (consult with CPU or Counsel’s Office if assistance is necessary).
  7. Initiate [Form #2914B](#) and complete “For Program Area” section and submit to CPU along with completed [Form #2914A](#).
  8. In the event that a sole/single source is being sought pursuant to subsection VII-C, the Program Area must ensure that they have a back-up plan in place in the event that OSC fails to approve the single/sole source OR that the vendor and DOCCS cannot agree on contract terms.
- B. CPU Responsibilities (Use of [Form #2914C](#), “Contract Procurement Checklist – Contract Procurement Unit”)
1. Assigns CPU staff member who will be involved with the procurement.
  2. Confer with the Division/Office (Program Area) for procurement planning to address:
    - a. Determination of the appropriate procurement method for compliance with State Finance Law (e.g., preferred source or statewide contract availability, Request for Proposal [RFP] or Invitation for Bid [IFB], etc.)
    - b. Timeline planning needed for implementation.
    - c. Fiscal resources/availability for the procurement.
    - d. The procurement SOW, roles, and responsibilities of the Division/Office (Program Area).

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<sup>1</sup> Should an impermissible contact occur during the restricted period, an investigation should be referred to the Office of Special Investigations (OSI) pursuant to SFL § 139-j 9 and 10.

- e. Any known specific requirements or limitations that will apply to the procurement (e.g., grant deadline).
3. The CPU Minorities and Women-Owned Business Enterprise (M/WBE) - Service-Disabled Veteran-Owned Business (SDVOB) Team will provide lists of any known potential M/WBE - SDVOB providers for consideration (see also Directive #2604M, "Minority and Women-Owned Business Enterprise," and Directive #2604S, "Service-Disabled Veteran-Owned Business").
4. Inform the Division/Office (Program Area) about the documentation and/or information required by the CPU in order to commence the procurement process; including the procurement goals, the scope of work, funding details of the procurement, lists of known potential bidders, any known potential M/WBE providers, SDVOB providers, etc.
5. The CPU and Division/Office (Program Area) will mutually determine dates for bidder's conferences, site visits, proposal due dates, and proposal/bid review dates, if applicable.
6. The CPU, together with applicable Department staff, will determine whether pre-review of the RFP or IFB by OSC is necessary (e.g., new procurements that are very complex, costly, or unusual). If pre-review is needed, the CPU will contact OSC.
7. Notification of any new procurement will be provided to Counsel's Office and the Division of Budget and Finance, via [Form #2914A](#). Both offices will be given the option to attend meetings and assist with the formulation of the RFP or IFB. Additionally, the CPU will provide both offices with status updates of procurements upon request.
8. The CPU, in consultation with the Counsel's Office, will develop a basic format for all procurement methods, such as the RFP and IFB methods and formats.
9. Act as the Department's repository of the official contract record, including the Department's original and/or electronic copy of the executed contract.
10. The CPU will periodically provide Counsel's Office and DOCCS Division of Budget and Finance with a listing of all current contracts and will provide status updates upon request.

## VII. CONTRACT PROCUREMENT

### A. Procurement by RFP/IFB/Request for Application (RFA) (Grant) Methods

1. The CPU incorporates the information provided by the Division/Office (Program Area) and DOCCS Division of Budget and Finance into a draft RFP/IFB/RFA document. CPU then submits the RFP/IFB/RFA to the Division/Office (Program Area) for review.
2. Counsel's Office will review and approve RFPs, IFBs, and RFAs prior to release, as needed.

3. The Division/Office (Program Area) forwards the draft RFP/IFB/RFA for review by the Assistant Commissioner, and then the Deputy Commissioner, or designee, for review and approval to issue the RFPs/IFBs/RFAs. If edits are requested as a result of the Executive review, the Division/Office (Program Area) will inform the CPU of needed changes.
4. The Division/Office (Program Area) submits to CPU written proof of final executive approval to issue the RFP/IFB/RFA (copy of approval memo, e-mail, signature on face page of the final draft RFP/IFB/RFA, etc.).
5. The Division/Office (Program Area) and the Division of Budget and Finance will assist with development of the technical evaluation and cost evaluation instruments as required. These will be reviewed and approved by the CPU and the Division of Budget and Finance prior to the bid being released.
6. The CPU researches potential M/WBE and SDVOB providers, if applicable.
7. The CPU posts notice of the solicitation on the NYS Contract Reporter and DOCCS' website, if applicable.
8. The CPU issues the RFP, IFB, RFA to potential bidders or provides information of same. The CPU ensures that the Division/Office (Program Area) and any other applicable staff understand that the "restricted period" related to contracts during the procurement process, pursuant to the Procurement Lobbying Act, begins at this point and continues through approval of the contract.
9. The CPU will coordinate with the Division/Office (Program Area) to organize a bidder's conference if required.
10. The CPU is responsible for tracking the receipt of all proposals/bids submitted by potential bidders and determining the procedures required for the handling of the bid opening.
11. The Division/Office (Program Area) is responsible for establishing a qualified review panel to review proposals/bids, if applicable, and arranges for the review to take place (unless other arrangements are made with the CPU). The Division of Budget and Finance, when appropriate, will assign a person who is knowledgeable of the program area to perform a fiscal review of the proposals received. The CPU staff assigned to the procurement will coordinate the review process, distribute bids, and provide direction to the review panel(s).
12. The CPU compiles the scoring results and determines tentative contract awardee(s) based on best value (RFP) or lowest price (IFB), of the responsible and responsive bidder(s). The CPU prepares the official document of the scoring results, if applicable.
13. Prior to issuing notices of contract award to winning bidders, required approvals include:
  - a. RFP procurements – written approval by the applicable Deputy Commissioner.
  - b. IFB procurements – written approval by the Division/Office (Program Area) head.

14. The CPU and Division/Office (Program Area) mutually determine, with input of Executive staff and the Division of Budget and Finance, if indicated, whether negotiations with the vendor are needed to refine or modify details of the proposed program and/or negotiate adjustments to the budget.
15. The CPU is responsible to ensure that appropriate goals are established by/with vendors for subcontracting with certified M/WBEs pursuant to Article 15-A of the Executive Law.
16. The CPU is responsible to ensure that appropriate goals are established by/with vendors for subcontracting with certified SDVOBs pursuant to Article 17-B of the Executive Law, enacted in 2014.
17. CPU drafts the initial contract and Counsel's Office will assist with the contract and vendor negotiations on an as needed basis.  
NOTE: Any statewide DOCCS procurement and contract totaling 1.5 million or more **must** be reviewed by Counsel's Office.
18. The CPU sends the contract documents to the vendor for signature, accompanied by all forms deemed necessary by New York State for contracts.
19. Upon receipt of the executed contract from the vendor, the CPU will verify all forms are accurately completed and notarized where necessary.
20. The CPU prepares the complete procurement package, obtains authorized Department signatures, then forwards the contract to the Office of the Attorney General (AG) for approval (if applicable). The CPU submits the procurement package to OSC for final contract approval.
21. The reviews by the AG and OSC often yield requests for additional information or clarifying details. The CPU responds to such questions, obtaining additional information from the proposed vendor, Counsel's Office, or the Division/Office (Program Area), as needed.
22. Upon approval of a contract, the CPU will supply a final fully executed copy of the agreement and all required appendices to the Contractor, the Division/Office (Program Area), Counsel's Office, and the Division of Budget and Finance.
23. The CPU will post notice of the contract award on the NYS Contract Reporter.

B. Discretionary ("T") Contracts

1. Discretionary contracts are funded in an amount that is under the State's published discretionary threshold. They usually are not procured through a formal competitive process but may be at times.
2. While competitive advertising is not required for discretionary contracts, the State agency must be able to justify the choice of vendor and the reasonableness of price. In order to do so, a "best practice" approach is to obtain quotes from three to four vendors and to do independent research of various potential providers.
3. The CPU drafts the initial contract/agreement utilizing information provided by the Division/Office (Program Area). Counsel's Office, if needed, will assist with any changes to the agreement that are requested by the CPU or the vendor.

4. The CPU sends the agreement to the vendor and obtains the forms that are required by New York State for contracts.
5. The CPU obtains approval of the contract by the Director of Budget and Finance.
6. Upon approval of the contract, the CPU will supply a final approved copy of the agreement to the Contractor, the Division/Office (Program Area), Counsel's Office, and the Division of Budget and Finance.
7. The CPU will post notice of the award on the NYS Contract Reporter, if applicable.

C. Single or Sole Source Contracts and Intergovernmental Agreements

1. The Division/Office (Program Area) must request the appropriate Contract Reporter Exemption Request (CRER) form from the CPU and, upon completion, submit the CRER to the CPU for processing. The CPU is available to assist if necessary.
2. The CPU obtains prior approval for exemption from advertising from OSC, as required for single or sole source agreements.
3. The CPU obtains all necessary information from the Division/Office (Program Area) or governmental entity needed for the contract/agreement.
4. The CPU drafts the initial contract/agreement utilizing information provided by the Division/Office (Program Area). Counsel's Office, if needed, will assist with any changes to the agreement that are requested by the CPU or the vendor.
5. The CPU sends the contract/agreement to the vendor for signature and obtains the forms that are required by New York State for contracts.
6. The CPU obtains approval of the contract by the Director of Budget and Finance.
7. The CPU forwards the contract to the AG for approval (if applicable). The CPU submits the procurement package to OSC for final contract approval.
8. Upon approval of the contract, the CPU will supply a final approved copy of the agreement to the Contractor, the appropriate Division/Office (Program Area), Counsel's Office, and the Division of Budget and Finance.
9. The CPU will post notice of the award on the NYS Contract Reporter.

D. Capital Funded Contracts: Capital funded contracts are typically procured using competitive methods (see subsection VII-A).

E. Contracts for Services in Public Buildings

1. The term "public buildings" includes all NYS DOCCS correctional facilities and community supervision buildings, in addition to offices or building spaces leased or rented by the Department.
2. Public building service contracts are agreements between the State and private enterprise to provide specific types of maintenance and security for public buildings.
3. Building service employees include persons contracted for provision of such services as janitorial, building security, pest control, garbage or refuse removal, transportation of office furniture to or from such buildings, or similar services.

4. Contractors that provide services including, but are not limited to the above list, must comply with prevailing wage provisions as published by the NYS Department of Labor (DOL) in accordance with Article 9 of the NYS Labor Law.
5. Procurement instruments for services subject to prevailing wage requirements must include the information in the solicitation and attach the appropriate Prevailing Rate Case (PRC) number. Wage schedules and case numbers are obtained from DOL.
6. Contracts for services subject to prevailing wage requirements must include the current rate schedule in the contract. If the contract includes renewals, wage schedules must be updated at the time of renewal.

F. Consultant Services Contracts

1. In all cases, prior written approval must be obtained from the applicable Deputy Commissioner before pursuing the use of a consultant for any service. The following information must be submitted for the Deputy Commissioner's review and approval:
  - a. The service to be procured (statement of need).
  - b. Justification for use of a consultant (why agency personnel cannot provide the service).
  - c. Whether a competitive procurement will be used, and if not, the reason is fully explained.
  - d. Estimated cost to procure the services of a consultant.
2. Competitive procurement methods should be used whenever possible to procure consultants, including, but not limited to, RFP and IFB methods, or competitive written quotes, as applicable.
3. Competition can generally be relied upon for assuring reasonableness of cost.
4. Non-competitive consultant procurements require detailed information to ensure appropriate procedures were utilized, including, but not limited to:
  - a. Justification for choice of vendor.
  - b. Reasonableness of price is established (comparison to prices the vendor has charged other clients, or comparison to prices charged by other vendors for comparable services).
  - c. A detailed budget that fully explains all charges to be incurred.

NOTE: If the cost to procure a consultant under the non-competitive method exceeds the State agency's discretionary threshold amount, prior approval for exemption from competitive advertising on the NYS Contract Reporter must be obtained from OSC (see subsection VII-C). Such approval by OSC is for exemption from competitive advertising only; it does not constitute approval of the contract.

G. Role of Counsel's Office with Central Office Procurements

1. Participates in the development of the RFPs, as well as the IFBs and RFIs as needed. Reviews all RFPs submitted for approval prior to release.

2. Participates with the CPU and the Division/Office (Program Area) when negotiations with a tentative contract awardee(s) indicates the need for Counsel's Office involvement.
  3. Prepares or reviews, as applicable, all original contracts and intergovernmental agreements and most amendments, renewals, and extensions including:
    - a. Standard and specific clauses, as indicated.
    - b. Corporate acknowledgement (signature) page.
    - c. Consults as needed regarding attachments that are to be affixed to the contract.
  4. Advises on all contract matters deemed to require review by Counsel's Office at any time during the procurement process and continuing during the life of a contract.
  5. Provides training and assistance to Contract Manager/Administrators regarding Project Sunlight and Procurement Lobbying Law requirements.
- H. Role of the Division of Budget and Finance
1. Prior to initiation of the procurement process, the Division of Budget and Finance must review and approve all planned procurements (must be documented on [Form #2914A](#) prior to submission to the CPU) to determine funding source and availability of funds required to secure services on behalf of the Department.
  2. The Division of Budget and Finance will take an active role in developing the budget, fiscal requirements, and the scoring tool of all Departmental RFPs. All RFPs must have the Division of Budget and Finance approval prior to being published.
  3. A representative of the Division of Budget and Finance will participate in the budgetary review of proposals submitted through the RFP process.

## VIII. FISCAL ROLE OF THE CPU DURING THE PROCUREMENT PROCESS

- A. The CPU's Associate Budgeting Analyst is responsible for duties including, but not limited to:
1. Submit and track approvals for the Division of Budget's (DOB) Agency Spending Controls Application (ASCA) B-1184 spending requests.
  2. Coordinate with the Division of Budget and Finance to verify anticipated contract funding.
  3. Prepare and input contracts on the Statewide Financial System (SFS).
  4. Manage all SFS functions related to contract procurement and subsequent contract actions (renewals, extensions, amendments, etc.) and work in consultation with the Division of Budget and Finance to ensure funding is being properly utilized, as applicable.
  5. Track activity of all pending contracts and advise CPU staff of approvals.
  6. When contracts are imported into the New York State Contract System from SFS, the Budget Analyst or Minority Business Specialist I (MBSI) or designee will ensure contracts are locked in on [ny.newnycontracts.com](http://ny.newnycontracts.com).

7. Track date and timeline information for grant contracts pursuant to the Prompt Contracting Law Article XI-B.
8. Assist in the review of contract budgets as well as requests for budget modifications, price increases, or other budget actions, as needed and in consultation with the Division of Budget and Finance.
9. The Associate Budgeting Analyst is responsible for the oversight of the agency's program compliance with M/WBE and SDVOB and tracking of the agency's M/WBE and SDVOB goal compliance efforts. Responsibilities also include the management and training of DOCCS' use of the New York State Contract System for M/WBE utilization on agency contracts.

## IX. AFTER CONTRACT APPROVAL

### A. Role of the CPU

1. Provide a complete, fully executed signed copy of a contract to the contractor, Division/Office (Program Area), Counsel's Office, and the Division of Budget and Finance.
2. Retain a copy of the detailed procurement record, including the bidding documents, bid results, mandatory forms, and correspondence with OSC during the procurement process, up to the point of contract approval.
3. Work with Counsel's Office and the Division/Office (Program Area) in the event that there is an issue concerning the contract that the Division/Office (Program Area) does not know how to handle or needs assistance with.
4. Assist the Division/Office (Program Area) with extensions, renewals, and amendments, in consultation with Counsel's Office.
5. Retain a copy of all RFPs/IFBs, contracts, attachments, and correspondence for the duration of the contract. Once the contract has expired, CPU will store aforementioned documents for a period of time deemed necessary by the New York State Archives Guidelines: General Retention and Disposition Schedule, and DOCCS Policy.

### B. Role of the Division/Office (Program Area) with Contract Monitoring and Fiscal Responsibilities

1. Contract Monitoring
  - a. The Division/Office (Program Area) will maintain a copy of the approved contract and any subsequent renewals, amendments, assignments, etc.
  - b. Designate a Contract Manager/Administrator as the primary person in the Division/Office (Program Area) responsible for monitoring the contractor's services, overall performance in the delivery of services, and compliance with the terms and conditions of the contract. This includes monitoring compliance toward M/WBE and SDVOB goal achievements and monitoring to ensure vendor submission of monthly or quarterly reports (refer to Directive #2604M, "Minority & Women Owned Business Enterprise," and Directive 2604S, "Service-Disabled Veteran-Owned Business").

- c. Determine the frequency of on-site visits by the Contract Manager/Administrator, as well as the scope and focus of site or performance reviews, necessary to adequately monitor the contractor's performance as per the contract terms.
  - d. Prepare written reports of such site/performance reviews and retain a copy in the contract file located in the Division/Office (Program Area).
  - e. Maintain a record of reports submitted by contractors, pursuant to contract requirements, in addition to relevant e-mails or other correspondence.
2. Fiscal Responsibilities
- a. Designate a Division/Office (Program Area) person who has signature authority to approve vouchers or invoices/claims from the contractor, typically the Division/Office (Program Area) Director, or Assistant Director, or equivalent.
  - b. Review all fiscal vouchers/invoices/claims for services provided under the contractual agreements for accuracy and compliance with the terms of the contract. Notify the Division of Budget and Finance of approval to pay.
  - c. M/WBE monitoring shall be conducted by the Contract Manager/Administrator as needed, but no less than quarterly. The monitoring includes obtaining and reporting information from the vendor regarding their usage of M/WBEs and achievement toward the M/WBE goals established in the contract.
  - d. Notify the CPU of any changes which might require a contract modification to include assignments, budget modifications, early termination (see subsection IX-B-3), etc.
  - e. Review all budget renewals and modifications submitted by the contractor for accuracy and compliance with terms of the contracts. After Division/Office (Program Area) review and approval, submit budget renewal and modification documents to the CPU and/or the Division of Budget and Finance for final approval.
  - f. Review contract expenditures on a regular basis (i.e., quarterly schedule) and coordinate with Contract Administrators and the Division of Budget and Finance on contract expenditure issues (e.g., overspending, timelines of invoice submission, etc.).
3. Contract Termination
- a. The Program Area must review the agreement to determine if it appears ok to terminate.
  - b. If initiated by the vendor, the Program Area needs to discuss if they would like to mutually agree to the termination and how they will be able to obtain the good or service until a new vendor may be properly procured.
  - c. If initiated by the Program Area, they will need to determine if they would like to terminate for cause or for convenience.
  - d. Program Area should set up a meeting with the CPU, Division of Budget and Finance, and Counsel's Office to discuss.

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- e. Program Area should draft the letter regarding the termination (with sample provided by the CPU from prior terminations).
  - f. Letter must be signed by Director of the Division of Budget and Finance and sent in accordance with contract terms by the Program Area with a copy to the CPU, Counsel's Office, and the Division of Budget and Finance.
- C. Role of the Division of Budget and Finance
- 1. Provide coding to the Associate Budgeting Analyst assigned to the CPU for the processing of contracts in the SFS.
  - 2. Ensure fund availability to support the Department's contracts through the process of budget journals in the SFS.
  - 3. On a program-by-program basis, determine whether staff involvement in reviewing requests for budget modifications and budget renewals is necessary.
  - 4. Enter contract releases on SFS.
  - 5. Track expenditures against the contracts as necessary.