

Contract Name:

Contract #:

### AGO Certification Checklist

Is this a retainer-type contract? Yes/No

If yes, can compliance be certified at the retainer level? Yes/No

Part I: please answer the below three questions:

- 1) The agency will not supervise the daily activities or methods and means by which the contractor provides services, other than supervision necessary to ensure that the contractor meets performance expectations and standards.
- 2) The services provided are not the same as those provided by classified State employees within the agency.
- 3) The contractor customarily engages in an independently established trade, occupation, profession, or business.

Part II: If answering “no” to one or more of the above questions, check the box next to each of the below items that apply to the requested contract for services:

- A) The services are not available within the agency or are of such a highly specialized or technical nature that the necessary knowledge, skills, or expertise is not available within the agency.
- B) The services are incidental to a contract for purchase or lease of real or personal property.
- C) There is a demonstrated need for an independent audit, review, or investigation; or independent management of a facility is needed as a result of, or in response to, an emergency such as licensure loss or criminal activity.
- D) The State is not able to provide equipment, materials, facilities, or support services in the location where the services are to be performed in a cost-effective manner.
- E) The contract is for professional services, such as legal, engineering, or architectural services, that are typically rendered on a case-by-case or project-by-project basis, and the services are for a period limited to the duration of the project, normally not to exceed two years or provided on an intermittent basis for the duration of the contract.
- F) The need for services is urgent, temporary, or occasional, such that the time necessary to hire and train employees would render obtaining the services from State employees imprudent. Such contract shall be limited to 90 days' duration, with any extension subject to review and approval by the Secretary of Administration.
- G) Contracts for the type of services covered by the contract are specifically authorized by law. (Please provide the legal citation)
- H) Efforts to recruit State employees to perform work, authorized by law, have failed in that no applicant meeting the minimum qualifications has applied for the job.
- I) The cost of obtaining the services by contract is lower than the cost of obtaining the same services by utilizing State employees. When comparing costs, the provisions of section 343 of this title shall apply.

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If applicable, provide additional comments here.

\_\_\_\_\_  
Project Manager Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified by the AGO