**First Time Contract Request Worksheet**

**(Contracts exceeding $1M/year)**

***Instructions****: Please have personnel with knowledge of the contract and related program provide written responses to the questions listed below. Responses can be provided on a separate attachment if additional space is required.*

**Contract Description:**

**Desired Contract Period:**

**Suggested Renewal Options:**

**Program Issues:**

* Are there any stakeholder issues that may be impacted due to the issuance of the contract?
* Have there been any recent changes to the stakeholder community?

**Legal Issues:**

* Has a legal review been conducted regarding contract terms and applicable state and federal laws, including consideration of whether any provision needs to be promulgated as a rule? Yes\_\_\_\_ or No\_\_\_\_\_.
* Are there any legal issues that PMM should know, or have there been recent changes in the law affecting the contract? Yes\_\_\_\_\_ or No\_\_\_\_\_. If yes, please contact PMM’s Chief Counsel at (573) 522-3612.

**Evaluation Issues:**

* Provide suggested evaluators for PMM to consider for this request.
* Have potential evaluators been reviewed for potential conflict of interest concerns and properly informed of the necessity of confidentiality of the procurement and evaluation process?

**Review of Agency Submission:**

* Agency Personnel Providing NonLegal Responses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date:\_\_\_\_\_\_\_\_\_\_\_\_\_
* Agency General Counsel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Department Director or Designee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_