

STATE CONTROLLER POLICY

CATEGORIES AND IDENTIFIERS FOR CONTRACTS

- 1) **POLICY.** State Contracts shall be entered in the statewide contracts database using the following identifiers presently found in the Colorado Financial Reporting System and categories that are based on the State Contract definitions found in Fiscal Rule 3-1.
- 2) **CONTRACT IDENTIFIERS.** Contracts shall be identified in the database using the following fields:
 - a. **Mandatory Fields**
 - i. Agency/Institution of higher education – same as present codes using drop-down menu
 - ii. Contract category – see section 3 below will have a drop-down menu
 - iii. Grant - yes or no field
 - iv. Waived contract – yes or no field then add Waived contract number assigned by the OSC
 - v. Funding - Federal, State, private, other – yes or no field for each
 - vi. Vendor FEIN or SSN (which will auto populate the vendor name if updated in vendor table) open field
 - b. **Optional Fields**
 - i. Division – agency/institution defined field
 - ii. Program – agency/institution defined field
- 3) **CONTRACT CATEGORIES AND SUB-CATEGORIES.** The seven major contract categories and their respective sub-categories are as follows:
 - a. **Expenditure Contracts**
 - i. Capital Construction contracts
 - ii. Employee voluntary separation agreements
 - iii. Goods purchase contracts
 - iv. Information technology contracts
 - v. Outsource contracts
 - vi. Personal property leases/licenses – State as lessee
 - vii. Personal Service Contracts
 1. Outsource Contracts
 2. Information Technology Contracts
 3. Professional/Technical: services that require certification and/or training
 4. Non-Professional/Support: services that do not require special certification
 5. Purchased Services: services that directly benefit individual or groups in the public
 6. Equipment Maintenance and/or Repair
 - viii. Personal Services review exempt contracts
 1. Acquired Services exempt from the State classified personnel system
 2. Non-Recurring Services lasting six months or less
 - ix. Professional Services under CRS §24-30-1401
 - x. Real property leases/licenses – State as tenant
 - xi. Real property purchase contracts – State as buyer
 - xii. Settlement Agreements
 - b. **Revenue Contracts**
 - i. Franchise agreements
 - ii. Real property leases/licenses – State as landlord
 - iii. Real property sales agreements – State as Seller
 - iv. Other Revenue Contracts
 - c. **Other Contract Types**
 - i. Debt contracts
 - ii. Grant contracts
 - iii. Interagency contracts
 - iv. Intergovernmental contracts
 - v. Loan contracts
 - vi. No cost contracts
 - vii. Price agreements
 - viii. Sponsored projects agreements

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- 4) **REPORTING PERSONAL SERVICES CONTRACTS.** See State Controller policy entitled "Mixed Procurements" for contracts that include a combination of personal services and non-personal services.

David J. McDermott, CPA
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