



SINGLE COPY  
NEBRASKA  
PUBLICATIONS  
CLEARINGHOUSE

JUN 03 1998

NEBRASKA LIBRARY COMMISSION  
LINCOLN, NE 68508

STATE *of* NEBRASKA  
EXECUTIVE OFFICE  
LINCOLN

EXECUTIVE ORDER 95 - 4

SELECTION OF CONTRACTUAL SERVICES

- 1.0 Establishment The Governor of the State of Nebraska through Executive Order 95-4 hereby orders that State agencies shall immediately utilize an open competitive process for selecting recipients for contracted services.
- 2.0 Purpose The purpose of this order is to establish a standardized, open and fair process for selection of contractual services. This process shall allow participation in State contracts for services, assuring a fair assessment of qualifications and capabilities for project completion measured by a standardized method of selection.
- 3.0 Charge Each agency director shall be accountable for utilizing a process for selecting contractual services. For those contracts not currently covered by state or federal law, each agency shall follow the process prescribed by the *Procedure for the Procurement of Contractual Services* manual of the Department of Administrative Services-Materiel Division or an alternate process approved by the Director of Administrative Services.
  - 3.1 All services in excess of \$25,000 for the contract period shall be subject to this order.
  - 3.2 Agency directors will be responsible for maintaining an accurate accounting of the process used for selection of all contracts which shall include:
    - (a) A clear scope of work;
    - (b) Cost comparisons to ensure reasonable fees;
    - (c) A defined work product expected;
    - (d) A quarterly report to the Materiel Administrator, Department of Administrative Services, listing all contracts awarded, who they are awarded to, and costs.

3.3 Agency directors shall assure that each contract in excess of \$25,000 shall follow the DAS Materiel *Procedures for the Procurement of Contractual Services* manual or a process approved by the DAS Director.

3.4 Agency directors shall be responsible for adequate public notice of an impending project and notification through inclusion on project listing compiled through the DAS Materiel Division.

3.5 Agency directors shall be responsible for ensuring preparation of a request for contractual services to be filed with the DAS Materiel Division for dissemination to vendors interested in competing for services.

3.6 DAS Materiel Division shall provide a procedural manual for procurement of contractual services to all agencies.

3.7 DAS Materiel Division shall be available to all agencies for assistance in providing vendor lists for specific services, for consultation, and for guidance in the procurement of contractual services.

3.8 DAS Materiel Division shall provide procedures to grant limited exemptions for "sole source," "specialized sources," "emergency," and other unique requirements subject to review by the DAS Director.

3.9 DAS Materiel shall provide a semi-annual report to the Director of Administrative Services on all service contracts awarded.

3.10 The Department of Administrative Services shall work with agency personnel to continually assess the process to ensure it is open, fair, standardized, and expedites delivery of a work product.

#### 4. Powers

4.1 The DAS Materiel Division will update and modify the *Procurement* manual to address change in scope defined by purchasing standards, state law and economic necessity.

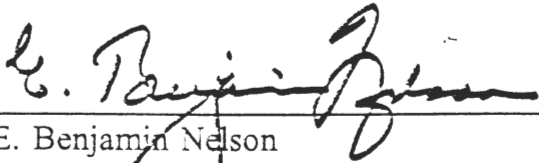
4.2 The DAS Materiel Division may issue reports, recommendations and communications as necessary.

#### 5. Governance

5.1 Each agency director shall have the responsibility and be held accountable for adherence to this procedure.

5.2 The Department of Administrative Services and its divisions shall be responsible for a timely response to agency requests, monitoring procedure compliance and reporting same to the Governor.

6. Sunset This Executive Order becomes effective on April 5, 1995, and remains effective until rescinded.



E. Benjamin Nelson  
Governor  
State of Nebraska



Scott Moore  
Secretary of State  
State of Nebraska

4-5-95

Date

