

**GOVERNOR'S ADDITIONAL CONTRACT QUESTIONS  
FOR PROFESSIONAL AND PERSONAL SERVICES CONTRACTS**

**PART I. Procurement method.** Mark boxes as appropriate.

- Competitive sealed bids/ITBs (§ 41-4-132)**
  - This is a professional-services contract; CPO approval for use of ITB is attached.  
Alabama Buys/STAARS solicitation number: \_\_\_\_\_
  - This is not a professional-services contract; no CPO approval for use of ITB required.
  - Adequate public notice of ITB was given for a reasonable time prior to bid opening.
  - Bids were opened publicly in the presence of one or more witnesses at time and place designated in the ITB.
- Competitive sealed proposals/RFPs (§ 41-4-133)**
  - Number of providers the RFP was distributed to: \_\_\_\_\_
  - Number of responses/proposals the agency reviewed: \_\_\_\_\_
  - RFP was posted to online database as required by § 41-4-66  
Alabama Buys/STAARS solicitation number: \_\_\_\_\_
  - A written determination was made that accepted proposal is "most advantageous to the state."
  - Public notice of award was given promptly after contract award.
  - This is a contract for services governed by a DCM fee schedule.
    - Contract fees are within the approved DCM fee schedule.
    - DCM Director's approval for exceeding DCM fee schedule is attached.
  - This is a contract for an architect, landscape architect, engineer, land surveyor, or geoscientist.
    - A competitive, qualifications-based process was used per § 41-4-133(j).
- Small purchases (§ 41-4-134)**
  - Contract fees are below the small-purchase thresholds set forth in [Rule 355-4-3-.05](#).
  - Lowest acceptable quote chosen from three written quotes solicited.  
Solicitation number in Alabama Buys/STAARS is: \_\_\_\_\_
  - Per [Rule 355-4-3-.05](#), no quotes required because: \_\_\_\_\_
- Sole-source procurement (§ 41-4-135)**
  - Written determination by CPO that there is only one source for the required professional service is attached.
- Emergency procurements (§ 41-4-136)**
  - Written determination for basis of the emergency and selection of the contractor attached.
  - Approval attached from CPO or agency head (not subject to delegation).
- Special procurements (§ 41-4-137)**
  - Written determination for basis of the emergency and selection of the contractor attached.
  - Approval attached from CPO or agency head.
- Physicians (§ 41-4-125.01)** – provider selected from Medical Licensure Commission list.
- Attorneys (§ 41-4-125)**
  - Litigation (Hourly)
    - DAG appointment letter attached.
    - Governor's rate approval letter attached. (See [EO 726](#), ¶ 3.b.)
  - Litigation (Contingency Fee)
    - DAG appointment letter attached.
    - Written determination attached as required by § 41-4-125(d)(1).
    - Fee within limits prescribed by § 41-4-125(d)(2)-(3) or AG/Governor written authorization for exceeding limits is attached as required by § 41-4-125(d)(5).
    - AG's standard contract addendum attached per § 41-4-125(d)(7).
  - Non-litigation
    - Justification letter attached for not using in-house counsel or AG.

