Questions and Answers from *POS and PSA Requisition Training*

September 22, 2021

1. What is OPM's official policy for how quickly you respond to requisitions for approval? Do you commit to reviewing them daily, weekly?

    According to Connecticut General Statute Sec. 4-216, OPM must approve or disapprove requisitions within 15 days of receiving the requisition as well as all supporting documentation. If OPM does not respond to a request within 15 days, the requisition is automatically approved.

    OPM aims to approve requisitions well before the 15-day deadline. Each OPM approver reviews requisitions several times a week and tries to issue approvals as quickly as possible.

2. For urgent requisitions, should we contact you outside the system to get your attention?

    You are not required to contact us outside of the system, but for an urgent request it can be helpful to notify both OPM/Budget and OPM/Finance via email. This lets us know to check our portals and begin the review process as soon as possible.

3. What if we don't know the dollar value of the requisition because we're releasing an RFP without a specified budget?

    We understand that there may be some uncertainty around dollar value when requesting approval for an RFP. Please provide your best estimate, even if it is just a ballpark figure, so that we can have a sense of the expense associated with an RFP. The exact amount might be unknown but there should be a sense of the budget amount available for a service even at the RFP stage.

4. How do I know when a change made to a requisition will result in restarting the approval process?

    Only changes to the value of the requisition will result in restarting the approval process.

5. Can I edit a requisition after it has already been approved?

    If the requisition has not yet been converted to a contract, you can still make a change to a requisition. If it has been converted, changes will no longer be allowed.

6. When amending a contract, should I put the additional amount as the requisition total or the new contract total amount?

    The amendment value should reflect the *additional amount*, not the full total contract value.

7. I understand at the Agency level we too should be looking to review the requisitions in the same manner as OPM, but will you cover the steps that need to be taken at the Agency level to approve? Is this something that can be found in the job aids?

    There are no formal steps that OPM requires agency approvers to complete when reviewing a requisition. The best practices that we shared in this training should serve as a jumping off point so that agency approvers can understand what OPM approvers are looking for when reviewing requisitions. We do review the requisitions to ensure that it has been approved by the appropriate individuals within each agency prior to reaching OPM. We also highly recommend that the highest level agency approver is aware of the budgetary and policy implications of the request under consideration. OPM is happy to discuss this further with individual agencies looking to improve their internal approval processes.

8. When requesting an amendment, should the term start date be the date the amendment should start? Or to the beginning of the contract?

    The term start date can be either, but if you choose to use the original contract start date, please be sure to indicate somewhere in the requisition the period that the amendment will cover.

9. Are the internal PSA Waiver forms standard forms for all agencies? (i.e. Request for PSA, Request for Competitive Solicitation, Request for Amendment, Request for Non-competitive PSA) And if so are these updated?

    OPM does not maintain agency-specific internal forms. All the information we require for approvals is kept within the Core-CT requisition. Some agencies may keep internal forms that collect similar information, but when OPM reviews a requisition all of that information should be transferred into Core-CT. We do not need to review internal forms.

10. How do we enter no-cost amendments?

    A requester can submit a requisition with a value of $0 and provide an explanation in the Requester Justification section detailing what changes are included in the amendment.

11. Can a time period be edited after OPM approval, prior to going to AG's office? (If within one year?)

    It depends on the specific changes being made. If you are unsure whether OPM approval is required again, please reach out.

12. Is there a way to get metrics for a Department or a Division which can give managers an idea of how many requests from their staff get put on hold or have problems so they can try to improve with future requisitions?

> Currently we do not collect these types of metrics on requisitions. OPM would be happy to review recent requisitions from individual agencies and discuss areas for improvement. If this would be useful, please feel free to reach out.

13. Do you have any examples of requisitions that you put on hold or real examples of problems?

> Examples of issues we see in requisitions:
> - No waiver code selected for request for a waiver from competition
> - Requisition categorized as a PSA resulting from an RFP with fewer than three proposals rather than a request for a waiver from competition
> - Requester simply copied and pasted text from the contract into the Requester Justification section rather than providing a brief summary of the request OR used a lot of acronyms or department-specific lingo in the requisition
> - Requisition refers to an old RFP even though it is a request for a waiver from competition
> - Two different requisitions with different vendors submitted for the same program without an explanation of why two separate vendors are required
> - Waiver code A (The cost to the State of a competitive solicitation process would outweigh the benefits of such a process) selected for a contract with a value of over $100,000