

## Supplemental Documentation Required for Fiscal Review Committee

### **Instructions:**

1. No contract or contract amendment will be placed on the Committee's agenda for consideration until this form has been fully completed and all back-up documentation has been submitted.

An e-mail notification will be sent to the designated personnel for each department as to the date of the next Committee meeting and specific deadline for submission.

2. Please complete each section as it applies to contracts or amendments that are being submitted. Sections denoted with an asterisk (\*) are considered mandatory. This information should provide for background information on previous actions, if applicable, that have taken place on the contract document and associated amendments.
3. Add rows as necessary.
4. Submit this document, any attachments, your summary letter, and contract documentation for review by the Fiscal Review Committee.
5. **Contact Name:** Enter first and last name of person to contact with questions about this document or any of the submitted information.
6. **Contact Number:** Enter the telephone number (including extension) of the contact person listed.
7. **Original Contract Number:** Enter the contract number originally assigned by F & A for this contract document as reflected on the contract summary sheet.
8. **Original RFS Number:** Enter the original agency issued RFS number as reflected on the contract summary sheet.
9. **Edison Contract Number:** Enter the contract number issued by the Edison system for this document.
10. **Edison RFS Number:** Enter the Edison system issued RFS number for this document.
11. **Original Contract Begin Date:** Enter the beginning date of the original contract.
12. **Current End Date:** Enter the end date that is currently reflected in Section B.1. of this contract (prior to amendment request if applicable)
13. **Current Requested Amendment Number:** Enter the amendment number (if applicable) that is currently being requested.
14. **Proposed Amendment Effective Date:** Enter the proposed effective date for the requested amendment.

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15. **Department Submitting:** Enter the title of the agency/department submitting this request.
16. **Division:** Enter the title of the division within the agency/department submitting this request.
17. **Date Submitted:** Enter the date the request was sent to Fiscal Review Committee.
18. **Submitted Within Sixty (60) days:** Enter yes or no in this blank if request was submitted within 60 days of the proposed effective date.
19. **If not, explain:** Provide rationale as to why the deadline for submission was not met.
20. **Contract Vendor Name:** Enter the officially registered vendor name.
21. **Current Maximum Liability:** Enter the dollar amount that is reflected on the most current fully executed contract summary sheet and in Section C. 1.
22. **Current Contract Allocation by Fiscal Year:** Enter the amounts reflected on the contract summary sheet and the corresponding FY.  
\*\*NOTE: Total of all these columns must add up to maximum liability as reported in Section 19 of this document.
23. **Current Total Expenditures by Fiscal Year:** By using STARS, Edison, or FDAS, enter the amounts that have been expended from this contract by fiscal year breakdown.
24. **Explanation of surplus funds:** If the allocation exceeded the expenditure in any fiscal year, enter the explanation of each surplus funding year.
25. **Explanation of carry forward:** If agency/department has carried forward the surplus funds, enter the authority (and provide copy with this document) of the carry forward provision.
26. **Explanation of overspending contract allocation:** If agency/department has overspent the contract allocation, enter the reasons for excess expenditures and how the funding was attained.
27. **Contract Funding Source/Amount:** Enter the dollar figure in the appropriate category to reflect the source of contract funding.
28. **If Other, please define:** If a dollar amount is placed in the "other" category, please define the source represented.
29. **Dates of All Previous Amendments or Revisions:** Enter all dates of prior amendment and revision (*including Contract Summary Sheet revisions*) in this section.

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30. **Brief Description of Actions in Previous Amendment or Revision:** Enter a brief summary of prior amendments or revisions next to the appropriate effective date of the amendment (e.g. increased maximum liability, added scope items, revised contract summary sheet to reflect funding change, etc.).
31. **Method of Original Award:** Enter the procurement method of original award if requesting amendment (e.g. RFP, Non-Competitive Request).
32. **Projected Cost Prior to Award:** Enter the total cost projected by the department prior to award.

**For all new non-competitive contracts or any contract amendment that changes Sections A or C.3. of the original or previously amended contract document, provide estimates based on information provided the department by the vendor for determination of contract maximum liability.**

**If it is determined that the question is not applicable to your contract document, attach a detailed explanation as to why that determination was made.**

33. **Planned expenditures by fiscal year by deliverable:** List all deliverables within the contract and the proposed cost for each. Should the deliverables be too numerous to include here, provide a copy of the contract section C.3.
34. **Proposed savings to be realized per fiscal year by entering into this contract or amendment:** Provide breakdown by fiscal year and deliverable for any cost savings or avoidance to be realized by this contract or amendment.
35. **Comparison of cost per fiscal year of obtaining this service through the proposed contract or amendment vs. other options:** List other options available (including other vendors, in-house), cost of other options, and source of information for comparison of other options (e.g. catalog, Web site). Add rows as necessary to indicate price differentials between contract deliverables.

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*Contact Name:		*Contact Phone:	
*Original Contract Number:		*Original RFS Number:	
Edison Contract Number: <i>(if applicable)</i>		Edison RFS Number: <i>(if applicable)</i>	
*Original Contract Begin Date:		*Current End Date:	
Current Request Amendment Number: <i>(if applicable)</i>			
Proposed Amendment Effective Date: <i>(if applicable)</i>			
*Department Submitting:			
*Division:			
*Date Submitted:			
*Submitted Within Sixty (60) days:			
<i>If not, explain:</i>			
*Contract Vendor Name:			
*Current Maximum Liability:			
*Current Contract Allocation by Fiscal Year: <i>(as Shown on Most Current Fully Executed Contract Summary Sheet)</i>			
FY:	FY:	FY:	FY:
\$	\$	\$	\$
*Current Total Expenditures by Fiscal Year of Contract: <i>(attach backup documentation from STARS or FDAS report)</i>			
FY:	FY:	FY:	FY:
\$	\$	\$	\$
<b>IF</b> Contract Allocation has been greater than Contract Expenditures, please give the reasons and explain where surplus funds were spent:			
<b>IF</b> surplus funds have been carried forward, please give the reasons and provide the authority for the carry forward provision:			
<b>IF</b> Contract Expenditures exceeded Contract Allocation, please give the reasons and explain how funding was acquired to pay the overage:			
*Contract Funding	State:	Federal:	

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Source/Amount:				
Interdepartmental:			<i>Other:</i>	
If “ <i>other</i> ” please define:				
Dates of All Previous Amendments or Revisions: <i>(if applicable)</i>		Brief Description of Actions in Previous Amendments or Revisions: <i>(if applicable)</i>		
Method of Original Award: <i>(if applicable)</i>				
*What were the projected costs of the service for the entire term of the contract prior to contract award?				

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If it is determined that the question is not applicable to your contract document attach detailed explanation as to why that determination was made.

**Planned expenditures by fiscal year by deliverable. Add rows as necessary to indicate all estimated contract expenditures.**

Deliverable description:	FY:	FY:	FY:	FY:	FY:

**Proposed savings to be realized per fiscal year by entering into this contract. If amendment to an existing contract, please indicate the proposed savings to be realized by the amendment. Add rows as necessary to define all potential savings per deliverable.**

Deliverable description:	FY:	FY:	FY:	FY:	FY:

**Comparison of cost per fiscal year of obtaining this service through the proposed contract or amendment vs. other options. List other options available (including other vendors), cost of other options, and source of information for comparison of other options (e.g. catalog, Web site). Add rows as necessary to indicate price differentials between contract deliverables.**

Proposed Vendor Cost: (name of vendor)	FY:	FY:	FY:	FY:	FY:
Other Vendor Cost: (name of vendor)	FY:	FY:	FY:	FY:	FY:
Other Vendor Cost: (name of vendor)	FY:	FY:	FY:	FY:	FY: