

# Office of Attorney General Contract Review and Approval Process

## Summary

This process is to be used for Personal Service Agreement (PSA) and Purchase of Service Agreement (POS) contracts<sup>1</sup> submitted by the Departments of Children & Families, Corrections, Developmental Services, Housing, Mental Health & Addiction Services, Public Health, Rehabilitation Services, Social Services and the Office of Early Childhood (collectively “POS Agencies”) that must be approved by Office of the Attorney General (AGO).

## When AGO approval is required

If the contract amount is greater than \$25,000, or the combined total of the original and any amendments is greater than \$25,000, unless waived from AGO review pursuant to a Memorandum of Agreement (MOA) between the AGO and the individual POS Agency.

## Process

- POS agencies will no longer be sending hard copies of contracts to the AGO.
- POS Agencies will route their POS and PSA contracts through DocuSign.
- “Joseph Rubin, Associate Attorney General” should be inserted as the assigned signer for all contracts over and including \$100,000 submitted through DocuSign.
- POS agencies must send a separate email with the completed AGO Agency checklist and a Word version of the final contract, as sent to the parties for execution, for review and approval to the AGO Department’s specific mailbox.
  - Department of Children & Families – Child Protection: [AG.contract.CH@ct.gov](mailto:AG.contract.CH@ct.gov)
  - Departments of Developmental Services, Mental Health & Addiction Services, Public Health, Rehabilitation Services, Social Services and the Office of Early Childhood – Health/Education: [AG.contract.HE@ct.gov](mailto:AG.contract.HE@ct.gov)
  - Department of Corrections – Public Safety: [AG.contract.PS@ct.gov](mailto:AG.contract.PS@ct.gov)
  - Department of Housing – Transportation: [AG.contract.TR@ct.gov](mailto:AG.contract.TR@ct.gov)
- AGO may access the original contract and prior amendments, if any, in Core-CT, as needed.
- Each email should contain the **contractor name and contract number** in the subject line to facilitate proper matching.
- The AGO will hold the email with the Word version and the Agency’s checklist until it receives the version executed by the parties through DocuSign.
- The AGO will rely on the Agency’s representation that the Word version and the DocuSign version are identical.

---

<sup>1</sup> The word “contract” is used generically and includes contract amendment.

## Office of Attorney General Contract Review and Approval Process

- AGO Department staff mailbox monitors will pair the two emails and forward to the designated reviewer.
- If changes to the contract are needed prior to AGO approval, a Tracked Changes version of the Word version be returned to the Agency's sender if edits/clarification is required.
  - The AGO will no longer send letters summarizing the changes.
  - The revision process will be conducted via individual emails that do not go through the Department's mailbox or DocuSign.
  - The version in DocuSign should remain pending during this process.
- If the final result of the review discussion is that changes **DO NOT** need to be made prior to approval, then the contract will be **APPROVED** by the AGO through DocuSign.
- If the result of the review discussion is that changes **DO** need to be made prior to approval, then the contract will be **REJECTED** in DocuSign. Thereafter,
  - The agency should resubmit a revised contract with a new checklist and Tracked Changes Word version after the parties have re-executed it to the Department mailbox.
  - As with the original submission, the Agency's emails for the revised version should contain the **contractor name and contract number along with the word "REVISED" and reference to the original AGO document matter number** in the subject line.
  - The Agency should confirm in the email that all the requested changes have been made.
- When appropriate, the Agency representative may contact the Department Head or assigned Assistant Attorney General to discuss the need to review a particular contract prior to execution by the parties ("pre-review").
  - If there is agreement regarding the need to pre-review a contract, then the Agency should email a Word version and a completed Agency checklist to the Department mailbox.
  - The subject line of the emails for the pre-review should contain the **contractor name and contract number and the word "DRAFT."**
  - All further communications regarding the draft should be through the AGO reviewer's personal email and **reference the AGO assigned document matter number.**

### Questions

We appreciate that there may be questions and concerns that arise in the implementation of this new process. We will be available to assist as needed to make this transition smoother. Please direct questions to Lynn Rioux [lynn.rioux@ct.gov](mailto:lynn.rioux@ct.gov).