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**ALL AGENCY MEMORANDUM #2021-10**

September 16, 2021

**TO:** All Agencies

**FROM:**   
Susan Brown, Director

**SUBJECT:** Contract Approval by Clerk of the Board of Examiners

On September 14, 2021, the Board of Examiners (BOE) approved various changes to Section 300 of the State Administrative Manual (SAM), which pertains to contracts.

Pursuant to SB 445 passed during the 2021 Legislative Session, delegation of authority for the Clerk, or designee, to approve contracts less than \$50,000 was increased to less than \$100,000. This includes SAM Section 0310 Approval of Cooperative Agreements, SAM Section 0316 Approval of Interlocal Contracts, and SAM Section 0322 Independent Contract Review. In conjunction with this increase in delegated authority, the board requested contracts approved by the clerk within the new thresholds of greater than \$50,000 but less than \$100,000 be presented on future BOE agendas as an informational item.

Agencies need to be mindful of any appearance of trying to circumvent the increased \$100,000 limitation through the use of multiple agreements as a way to avoid or bypass BOE approval.

The new threshold has taken effect as of September 14, 2021 and will apply to all contracts in receipt by the budget office to date, including those that were pending future BOE meeting dates (such as October and November).

Agencies can continue to enter contracts into the Contract Entry and Tracking System (CETS) as they currently do today. Any necessary modifications to the system will be communicated to users in the future.

If you have any questions or concerns, please consult your assigned Executive Branch Budget Officer in the Governor's Finance Office.