MEMORANDUM

To: Chief Fiscal Officers, General Counsels and Secretariat and Agency Chief Procurement Officers

From: Martin J. Benison, Comptroller
       Gary Lambert, Assistant Secretary for Operational Services

Date: November 16, 2011

Re: Standard Contract Form

Executive Summary

The purpose of this memo is to remind departments that the Standard Contract Form, re-issued June 27, 2011 under Comptroller Memo FY#2011-22/OSD Policy Guidance PG11-04, is the required version for any new or amended contracts and that, effective January 1, 2012, no other versions will be accepted for secondary review, quality assurance or audit purposes. Also, effective January 1, 2012, all contracted vendors must be registered for Electronic Funds Transfer (EFT) as the standard payment method.

The Standard Contract Form was jointly re-issued and published for use on June 27, 2011 as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Standard Contract Form is posted on the CTR Website under both Contracts-Forms, and Guidance For Vendors/Forms for Vendors and on the Operational Services Division (OSD) website under OSD Forms. This form replaced all prior versions of the Standard Contract Form and is required for all contracts and amendments.

Effective January 1, 2012, all other versions of the Standard Contract Form will be rejected as noncompliant for CTR and OSD Secondary Review for contracts/amendments exceeding the MMARS transaction delegation threshold. (See Delegation of MMARS Document Processing Authority Policy). In addition, effective January 1, 2012, older versions used for contracts/amendments under the MMARS transaction delegation threshold (which are processed within the Department processing authority) will not be considered compliant documents for quality assurance or audit purposes. Departments that use Comm-PASS must update their document libraries to include this version of the Standard Contract Form.

All contract vendors are required to be paid via Electronic Fund Transfers (EFT) payments. This offers efficiencies to both the Commonwealth and vendor community and will reduce costs associated with printing, mailing, and subsequent special handling for lost or stolen checks. (See Bill Payment Policy.)

For new vendors, Departments must set up VCC prior to contract execution (as soon as a Contractor is selected for contract award) so that the Vendor Code, remittance address and EFT set up are available when the contract is signed. (See Vendor/Customer and W-9 Policy)
Please coordinate with your procurement or fiscal staff to ensure that these important changes have been or will be implemented.

For the fastest response to questions or issues related to use of the new Form please email our Helpdesk at Comptroller.info@state.ma.us or call us at 617-973-2468.

cc: MMARS Liaisons
    Payroll Directors
    Internal Distribution