# Pre-Contract Action Request (P-CAR)

**Contract Pre-Screening Tool**

*OFM Requirement per DSHS Audit 2004*

## Contract Unit Use Only

1. **PERSON MAKING REQUEST**
   
2. **CONTRACTOR NAME**
   **DATE**
   - **Contract Number**
   - **Program Number**

   **Multiple contracts?**
   Attach list with Contractor names and contract numbers.

3. **CONTRACT INFORMATION**
   - Urgent
   - New Contract
   - Amendment
   - Renewal

4. **CONTRACT TYPE**
   - Client Service
   - Personal Service
   - Interlocal
   - Purchased Service
   - Other:

5. **INVOICE TYPE**
   - A-19
   - SSPS

6. **PAYMENT TYPE**
   - Max Consideration
   - Fee for Service

7. **Contract Period:**
   - Amendment Period:

8. **PROCUREMENT TYPE**
   - None
   - Competitive
   - Sole Source
   - Procurement Number:

9. **REQUIRED BY STATUTE**
   - N/a
   - Yes; attach

10. **COST BENEFIT ANALYSIS COMPLETED**
    - No Federal Funds involved
    - If Federal Funds involved, Contractor is:
      - Vendor
      - Sub-recipient

11. **SERVICES NEEDED; BRIEFLY DESCRIBE**

12. **Account Coding for new contracts and amendments if additional funding is authorized**

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<th>FUND</th>
<th>APPN</th>
<th>PRG</th>
<th>SOBJ</th>
<th>SSOBJ</th>
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13. **Headquarter Approvals**

   - Fiscal Manager’s initials: and date:
     - Approved
     - Denied

14. **Contractor Forms Received, as applicable**

   - Contractor Intake form OR Contractor Update form
   - Intake requested license and business documentation
   - Background Checks
   - Contract Application and materials
   - W-9
   - Certificate of Insurance
Collective Bargaining Agreement  
Analysis Checklist

To assess your obligation to bargain, ask: YES NO

Has the work ever been performed by Union represented employees? .......................................................... ☐ ☐

Has the work ever been performed by Union represented employees within your unit or facility? .................. ☐ ☐

Even if the work has never been, could the contract impact Union represented employees? .......................... ☐ ☐

Is the contract for work historically performed by Union represented employees legislatively mandated or authorized prior to 07/01/2005? .................................................................................................. ☐ ☐

Has work, historically performed by Union represented employees, been most recently performed by a vendor contract? ...................................................................................................................................... ☐ ☐

If yes, is the proposed new contract a different scope of work than that performed under the previous vendor contract? ............................................................................................................................................ ☐ ☐

• If any answers are yes, the contract will be reviewed for possible notification of the Union and you may be asked for clarification.
• You will be kept informed of the process.
• Reference: Decision Tree at Caoly3:S; Contract Tool Box, Contract Development Tools; Union Review:

NOTE: Above checklist must be completed.

15. APPROVAL SIGNATURE FROM OFFICE CHIEF OR DIRECTOR (OR DESIGNEE) DATE

PRINT NAME HERE