



EXECUTIVE CHAMBERS
OFFICE OF THE SPECIAL COUNSEL FOR ETHICS

RACHEL RUBIN

MEMORANDUM

TO: All Commissioner and State Agency Heads

FROM: Mrs. Rachel Rubin, Esq.

DATE: April 7, 2005

RE: Contract Consulting Agreements

In the continued quest for open, fair and transparent government and contracting, Governor Rell recently issued a press release requesting the Department of Public Works and the Department of Administrative Services to obtain information regarding the use of consulting contracts by those conducting business with the State.

Governor Rell has asked that request be extended to all agencies that anticipate entering into, or renewing, an agreement for procurement of goods or services having a total value to the state of more than fifty thousand dollars in a calendar or fiscal year. For your convenience, I have attached the instructions and affidavits that shall accompany the requests for procurement. The instructions and affidavit shall accompany all requests for procurement effective April 6, 2005. Questions regarding this policy should be directed to Mrs. Anna Ficeto, Department of Administrative Services, at 713-5100.

Enc.