



STATE OF CONNECTICUT
DEPARTMENT OF CONSTRUCTION SERVICES



RE: Revision to Policy Statement No. 4

Subject: "On-Call Contracts" Task Letters for Bureau of State Facilities Design & Construction, Department of Construction Services (DCS). (formerly DPW)

Effective: September 1, 2011

The following Policy Statement No. 4 regarding Task Letters delineating scopes of work for duly executed On-Call Contracts (attached) has been revised effective September 1, 2011:

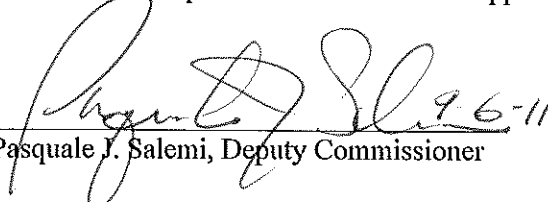
For Task Letters of \$99,999 or less and not requiring State Properties Review Board (SPRB) approval

Once completed by the Project Manager (PM) and after review and approval by the Assistant Director of Project Management (ADPM), the PM will submit the Task Letter as approved, for funding verification by Project Accounting (DAS) and execution by the Commissioner of DCS or his designee. At the discretion of the PM or ADPM any Task Letter could be submitted to the DCS Legal Unit for comprehensive legal review or to direct questions to the DCS Legal Unit regarding any specific or particular aspect of the proposed Task Letter.

For Task Letters greater than \$99,999 and/or requiring SPRB approval.

Once completed by the PM and after review and approval by the ADPM, the PM will submit the Task Letter as approved, to the DCS Legal Unit for review. Reviews finding and noting legally substantive errors in writing will be returned forthwith to the PM with written suggested corrections. The PM will then submit the Task Letter, as corrected, for funding verification by Project Accounting (DAS) and execution by the Commissioner of DCS or his designee.

Any formal rejection or suspension by SPRB that requires a written response will be prepared by the PM in coordination with the ADPM, the Chief Engineer and the Agency Legal Director. Responses to other SPRB requests related to a Task Letter are to be coordinated as designated by the ADPM or their Supervisor. If modifications to the Task Letter are made in response to SPRB requests, the Agency Legal Director is to be provided with the SPRB approved Task Letter for execution by the Consultant.


Pasquale J. Salemi, Deputy Commissioner