

# COMPTROLLER'S ADVISORY...

Suffolk County Comptroller

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Office of the Suffolk County Comptroller  
Procurement Advisory

Procurement Advisory Number: 1

Procurement Advisory Name: Personal Services Procurement Record Checklist

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## Guidance:

In accordance with Chapter 1065, Article XII of the Suffolk County Code, all County departments, offices and agencies shall file a personal services procurement checklist, developed by the County Comptroller, with the Comptroller's Office within ten (10) days of award of a consultant contract, concession services agreement, or consultant services agreement awarded pursuant to Article VI of Chapter 1065, titled, Implementation of Suffolk County Comprehensive Master Plan 2035 and Projects of Regional Significance. The award of the contract is the date that the consultant/concessionaire is first notified that the County has awarded the contract/agreement. The notification of award predates the execution of the contract/agreement.

The Personal Services Procurement Record Checklist (Checklist) has been developed by the Office of the County Comptroller (OCC) to provide assistance in the preparation, documentation and submission of the Procurement Record (Record) to OCC.

The Checklist serves as a resource that follows the procurement process from documenting the need and describing the service being procured through the contract execution. The amount of documentation necessary to support the decisions made by the department during the procurement process is dependent upon the type and complexity of the procurement. The Checklist, form (OCC-1), and related instructions are available on the Comptroller's website.

An electronic copy of the Procurement Record Checklist and supporting documentation must be submitted to [comptroller.checklist@suffolkcountyny.gov](mailto:comptroller.checklist@suffolkcountyny.gov) concurrent to the legislatively mandated time frame above. Supplementary information to aid in the completion of the checklist can be found in the attached instructions; also available as stated above. The Office of the Comptroller will not process any payment vouchers for personal/consultant services without a Checklist on file.

Questions pertaining to the preparation of this Checklist may be directed to the Comptroller's Checklist Group via email to: [comptroller.checklist@suffolkcountyny.gov](mailto:comptroller.checklist@suffolkcountyny.gov).

**NOTE:** Upon finalization and full execution of the contract with the selected vendor, the initiating department must forward a copy of the contract to [comptroller.checklist@suffolkcountyny.gov](mailto:comptroller.checklist@suffolkcountyny.gov). (This does not eliminate the requirement for submitting a copy of the fully executed contract containing original signatures to the Comptroller's Office Accounting Services Unit) The department should enter the contract and contract number into the County's integrated financial management system (IFMS) as a

service contract (SC). This will allow OCC to properly track all contracts and payments.

### OCC Review

OCC reviews the Checklist and Record for documentation that supports the selection of the proposer and the cost, and determines if all statutory, regulatory and policy requirements have been met.

If OCC determines that there are any questionable items, the department will be consulted and the SC will be approved only after all deficiencies are satisfied. If matters cannot be resolved with the department, OCC will issue Management Letters to the County Executive and Legislature to report the issue.