C. Agency Procedures.

Action By	Step	Action
Agency.	1.	Prepares the Sole Source Fact Sheet and Checklist For Services and determines that the service is only available from one source.
	2.	Obtains cost or pricing data and cost/pricing data certification from the proposed contractor, if the cost exceeds $100,000.
	3.	Sends the Sole Source Fact Sheet and Checklist For Services procurement and the cost or pricing data and cost/pricing data certification to DGS, Bureau of Purchases.
Bureau of Purchases.	4.	Receives and reviews the Sole Source Fact Sheet and Checklist For Services.
	5.	If approved, sends written approval to the agency.
	6.	If more information is required, contacts the agency and/or the contractor.
	7.	If disapproved, contacts agency and explains why the proposed sole source procurement was rejected.
Agency.	8.	If approved, prepares Form STD-278, Service Purchase Contract.
	9.	Sends Form STD-278 and Form STD-168, MBE/WBE Contact/Solicitation, to contractor for signature.
	10.	Receives signed contract.
	11.	Forwards Form STD-168 to Bureau of Contract Administration and Business Development (BCABD) for evaluation, if amount exceeds $50,000.
BCABD.	12.	Reviews Form STD-168 to determine responsibility in regard to nondiscrimination and transmits results to agency.
Agency.	13.	Determines contractor responsibility in accordance with *Management Directive 215.9, Contractor Responsibility Program.*
	14.	Obtains signature of head of purchasing agency or designee, on Form STD-278.
Agency Comptroller.	15.	Reviews for fiscal responsibility, budgetary appropriateness, and availability of funds and pre-encumbers the necessary funds. The Sole Source Fact Sheet and Checklist shall be included with the contract when it is forwarded for comptroller and legal review.
Agency Counsel.	16.	Reviews contract and forwards to Office of General Counsel and Office of Attorney General, if required.
Agency.	17.	Affixes effective date to Form STD-278, making necessary copies and makes distribution to agency, agency comptroller, Treasury, and contractor.
Agency Comptroller.	18.	Enters the effective date of contract into ICS Accounting System and images signed contract for payment purposes.

This user agreement does not prohibit employees from performing authorized job duties.

I have read the PUC Computer Resources/Internet/E-mail User Agreement and agree to abide by the requirements set forth therein. I have also read and understand the *Policy and Standards Governing Use of PUC Computer Equipment, Internet Access and Electronic Mail Communications for Employees and Other Authorized Users.* I understand that disciplinary action, up to and including termination, may be taken if I fail to abide by any of the requirements of this agreement.

Printed Name: ________________________ Employee Number: ________________

Signature: __________________________________ Date: ____________________

Bureau: ____

Division/Section: ____

Mailing/E-mail Address: ____

Work Phone: ____

Questions should be directed to your supervisor.

Working With The Calendar

Create An Appointment

1. Click **Calendar** on the Outlook Bar.
2. Select a date on the monthly calendar view.
3. Double-click the desired time on the day view.
4. Complete the information.
5. Click **Save and Close.**

Make Recurring Appointments

1. After steps 1-4 above, click **Appointment** on the menu bar, then trace to and click **Recurrence**.
2. Complete the recurring information.
3. Click **OK**.
4. Complete step 5 above.

Edit An Appointment

1. Right-click the appointment.
2. Trace to and click **Edit Appointment** on the shortcut menu.

Move An Appointment

1. Right-click the appointment.
2. Trace to and click **Move Appointment** on the shortcut menu.
3. Enter the time and date in the **Move Appointment** dialog box.
4. Click **OK**.

Delete An Appointment

1. Right-click the appointment.
2. Trace to and click **Delete**.

HISTORY

The History option allows you to view or print a report of a Document History. The Document History is a record of information about a document. This information consists of the document's Author, billing information, time and keystroke statistics for each activity, and a listing of the activities that have been performed for the document. Overall statistics, such as the date created, last edit date, and time, and keystroke totals are also given.

To view the History of a document

1. Click once on the desired document whose history you wish to view from any document listing and click to select it.

2. Choose the History command from the document menu. The Document History is displayed.

3. Choose Close on the Document History screen to return to the listing.

To print a report of a Document History

1. Click on the desired document whose history you wish to view from any document listing and click to select it.

2. Choose the History command from the document menu. The Document History is displayed.

3. With the History displayed, choose Print Window from the File menu.