

June 24, 2022

GENERAL LETTER NO. 23-F-2

ISSUED BY: Bureau of Service Contract Support
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 23, Chapter F, **Services Contracting**, page 1,
revised.

Summary

This chapter is revised to update hyperlinks.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 23, Chapter F, and destroy them:

| <u>Page</u> | <u>Date</u> |
|-------------|----------------|
| 1 | April 22, 2022 |

Additional Information

Refer questions about this general letter to your division administrator.

Overview

DHS adheres to applicable federal and state regulations and policies regarding Services Contracting under the authority of the Department of Administrative Services, Central Procurement Bureau, 11 IAC 118.5.

DHS Quick Guide to Services Contracting

Legal reference: IAC 11.118, 11.119 and 11.120

The DHS Quick Guide to services contracting is managed by the Bureau of Service Contract Support (BSCS), Division of Fiscal Management. This guides DHS Divisions through all functions that pertain to services contracts, including determination to contract, requirements, solicitations, evaluations, contract award and all phases of contract administration and closeout. The Quick Guide provides links and resources to Contracting staff, along with technical assistance and information about training provided by BSCS to DHS staff on the services contracting procurement process and requirements, including state and general federal regulations impacting service contracting.

The Quick Guide is available at the Division of Fiscal Management [SharePoint](#) site, Service Contract Support page.