

INTRODUCTION

The start date for any contract or grant requiring State Administrative Board (SAB) approval cannot precede the date of the first SAB meeting at which approval can be obtained. Requests for contract, grant, or amendment approvals by the SAB must be submitted on one of the following forms found on the DTMB website:

- **Grant Abstract Form** - To be used for all grants, including amendments.
- **Bid Tab for Ad Board - New** - To be used for all new contracts.
- **Bid Tab for Ad Board - Change** - To be used for amendments to current contracts that have the following changes:
 - Increase in contract amount, as defined below.
 - Increase in length of contract.
 - Change in scope of services provided.

SAB APPROVALS

Review and approval is required for:

- Any proposed contract with a total contract value of \$250,000 or more.
- Any amendment which causes the total contract value to reach \$250,000 or more.
- The first amendment that takes the total amendment amount to \$125,000 or more. Once \$125,000 in changes have been submitted for approval, changes may add up to \$125,000 again before approval is required.
- All contract extensions (a change in the contract scope that adds time). Options allowed under the current contract language do not require approval.
- Changes in the scope of the contract.