

**EFFECTIVE**

Upon receipt

**MANUAL INCLUDED  
IN BULLETIN**

Contract Policy Manual

**Series 100**

Series of Items 100 through 114, is a synopsis of the contract process. Each item gives an overview and summary of different steps in the process.

**CPM 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114**

**Series 200**

Series of Items 200 through 206, is a step-by-step outline of identifying service needs, determining if a contract is necessary, whether it will be sole source or competitive bid, generating a Request for Quote, evaluating and rating all responses, awarding a contract, initiating, reviewing, approving, and executing a contract from beginning to end.

CPM 200, 201, 202, 203, 204, 205, 206,

**Series 300**

Series Item 300 is the step-by-step outline of identifying service needs, determining that a contract is necessary and that it will be sole source, awarding a contract, initiating, reviewing, approving and executing a sole source contract from beginning to end.links and references

**LINKS AND  
REFERENCES**

Links and References will be available when Series 400 (forms) and Series 500 (Program Standards) are published.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

CPM 100  
CPM 101  
CPM 102  
CPM 103  
CPM 104  
CPM 105  
CPM 106  
CPM 107  
CPM 108  
CPM 109  
CPM 110  
CPM 111  
CPM 112  
CPM 113  
CPM 114  
CPM 200  
CPM 201  
CPM 202  
CPM 203  
CPM 204  
CPM 205  
CPM 206  
CPM 300