



FINANCE AND
ADMINISTRATION CABINET

Office of Procurement Overview State Government Committee June 23, 2026

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Office of the Controller, Office of Procurement Services

Office of Procurement Services (OPS)

- We are the central procurement agency for the Executive Branch responsible for purchasing all commodities and non-professional services for state agencies in excess of their small purchase authority and providing administrative oversight of all personal service contracts and Memoranda of Agreement.
- We ensure compliance with [KRS Chapter 45A - Kentucky Model Procurement Code](#) and the [National Institute of Governmental Purchasing Code of Ethics](#).
- The Office of Procurement Services' mission is to provide value added professional procurement services to meet agency goals while promoting an open and fair competitive process.
- Our team is committed to ethical and transparent procurement processes that deliver innovative and high-quality, cost-effective solutions to meet and exceed our customers' expectations.

Total Number Of OPS Managed Contracts Entered Into During A Typical Fiscal Year*

Code	FY 2024	FY 2025	Total by Code
CT	919	763	1,682
MA	408	458	866
PO	4,977	5,079	10,056
PON2	4,217	2,888	7,105
PON3	96	40	136
SC	1,393	1,513	2,906
Total by FY	12,010	10,741	22,751

Fund Type	FY 2024	FY 2025	Total by Fund Type
General	\$1,085,403,140	\$1,131,802,254	\$2,217,205,394
Road	\$832,362,297	\$807,878,331	\$1,640,240,629
Federal	\$17,400,083,798	\$18,004,923,534	\$35,405,007,332
Agency	\$3,692,518,992	\$3,953,367,254	\$7,645,886,246
Total by FY	\$23,010,368,227	\$23,897,971,374	\$46,908,339,601

**Signifies the first year of the biennial budget*

Review: Personal Service Contracts (PSC) & Memorandum of Agreement (MOA)



Solicitations and contracts for professional services are reviewed for compliance with statute, regulation and policy, which is incorporated by regulation; and the LRC Government Contract Review Committee (GCRC) requirements.



After approval by OPS, solicitations are posted to the Vendor Self Service System and contracts are filed with the GCRC.



Contracts are subject to monthly review by the GCRC. Work performed pursuant to a professional service contract may not begin until it is filed with GCRC.



Personal Service Contracts (PSC) & Memorandums of Agreement (MOA)

- Personal Service Contracts (PSC)
 - Contracts for services requiring professional skill or professional judgement.
 - Memorandum of Agreement (MOA)
 - Contracts between a state agency and another other governmental body or political subdivision of the Commonwealth or an entity legally qualified as non-profit involving an exchange of resources or responsibilities to carry out a government function.
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Master Agreements

- Master Agreements are established by OPS to:
 - Fulfill a continuing need for all Executive Branch Agencies
 - Expedite the normal purchasing process
 - Provide a varied selection of goods & services at a fixed price
 - Issued by a competitive process
- Statewide MA – for use by any cabinet, its agencies or local government
- Single agency MA

Other Contract Types

- Purchase Orders (POs) and Contracts (CTs) are two different types of contracts used when a Master Agreement is not appropriate.
- These are one-time procurements that are over the agencies' small purchase authorities.

OPS: Common Challenges for Contractors During the Procurement and Contracting Process

- Not strictly complying with solicitation requirements
- Inadequate understanding of the scope of work
- Submitting a weak proposal response
- Failing to monitor opportunities
- Not complying with the contract including documentation issues
- Ineffectively communicating

OPS: Recommendations to Common Challenges for Contractors during the Procurement and Contracting Process

- Read every solicitation carefully and create a compliance checklist
- Attend vendor outreach events
- Ask questions when appropriate during the solicitation
- Maintain current licenses, certifications and insurance

Doing Business with the Commonwealth: DECA and OPS Guidance for Small Businesses Interested in Doing Business with the Commonwealth



1. Register

Register as a
Vendor with the
Commonwealth



2. Obtain

Obtain Relevant
Certifications



3. Ensure

Ensure
Compliance



4. Research

Research
Contract
Opportunities



5. Understand

Understand
Procurement
Documents



6. Submit

Submit
Responsive
Proposals

Division of Engineering and Contract Administration (DECA)

DECA serves as the Commonwealth's centralized authority for the planning, procurement, design, construction, and administration of state capital projects including:

- Managing the delivery of capital construction, renovation, maintenance, and infrastructure projects for Executive Branch agencies;
- Procuring and administering Architectural/Engineering (A/E) and construction contracts in accordance with Kentucky statutes and procurement requirements;
- Providing project management, contract administration, construction oversight, and compliance monitoring.
- Supporting emergency response, disaster recovery, and facility restoration efforts across state-owned facilities; and
- Overseeing statewide energy management and facility efficiency initiatives.

DECA: Personal Service Contracts (PSC): Architectural and Engineering Services



Solicitations and contracts for professional services are project specific for architectural and engineering services.



After approval, solicitations are posted to the Vendor Self Service System and contracts are filed with the GCRC.



Contracts and all Contract Modifications are subject to monthly review by the GCRC.

Primary DECA Contract Types

	<u>Contracts (CTs)</u> <i>These are Construction and Construction related contracts including system testing and balance, and hazardous material abatement , etc.</i>		<u>Professional Service Contracts (PONs)</u> <i>These are RFP Design-Service Contracts, serving the larger projects. These Contracts would include all design services on one design team.</i>		<u>Delivery Orders (DOs)</u> <i>These are issued for small architectural and engineering services.</i>	
2026 <i>(to date)</i>	271	\$244,739,080	20	\$9,542,465	345	\$8,353,605
2025*	337	\$557,171,398	40	\$40,188,508	393	\$9,158,086
2024	277	\$256,964,509	40	\$60,024,434	493	\$10,517,352
2023 *	261	\$503,981,742	71	\$52,084,165	987	\$10,008,967

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DECA: Common Challenges for Contractors During the Procurement and Contracting Process

- Missing or ignoring solicitation requirements
- Inadequate understanding of the scope of work and bidding process
- Failure to monitor opportunities
- Compliance and documentation issues

Common Oversights and Recommended Solutions: Construction Contracts

1. Document Completion

- Not submitting **all** pages of official bid document
 - Not submitting required 5% bid bond
 - Not signing required 5% bid bond
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- **Recommendations:**
 - Check both of DECA's websites
 - Plans and specs are available as a free download – estimates are available on the website along w/ all bidding requirements.
 - Reach out to the buyer on each project for information

Common Oversights and Recommended Solutions: Construction Contracts

2. Bid Upload Time

- Bids must be completely uploaded by the due date and time signified in the solicitation.
- Vendors will wait until nearing that closing time to begin their upload of official bid documents. Due to the submission upload overlapping the closing time, bids are not received.
- **Recommendations**
 - Continue to advise Contractors to begin upload with ample time for a full submission prior to the solicitation closing time.
 - DECA will review official bid documents with the intent to reduce data file size.

Common Oversights and Recommended Solutions: Construction Contracts

- Most of the challenges occur on the Contractor's side, as they are often working against tight deadlines to finalize and upload their bids.
- During the bidding process, contractors typically continue receiving pricing from subcontractors and material suppliers right up until the submission deadline.
- As a result, these last-minute pricing updates are part of the contractor's bid preparation process and are not something the Commonwealth can assist with or influence.

Guidance for Small Business Interested in Pursuing DECA Contracts

- Prospective contractors should familiarize themselves with the State Plan Room and Vendor Self-Service portal.
- DECA Construction Projects are hosted on State Plan Room website.
- Official Bid Documents along with plans and specs must be utilized as a part of the bidding process and are accessible through the State Plan Room website.

Questions?



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