



**OFFICE OF MANAGEMENT AND BUDGET**

**HIRING REVIEW PROCESS**  
**PURCHASE ORDER/MODIFICATION REQUEST**

**\*\*Attach Form to PO/Req/PO Mod. May also Email Form and Supporting Documentation to OMB\_Hire@state.de.us\*\***

Type of Request:

		<b>Contract</b>		<b>PO/Req</b>		<b>PO Mod</b>	
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<b>Date of Request:</b>
<b>Division:</b>
<b>Requester:</b>
<b>Fiscal Contact:</b>
<b>Vendor Name and Address:</b>

Item	Allocation (in \$\$'s)			Total \$\$'s
	GF	ASF	NSF	
<b>Total Value of Contract</b> <i>If value of ITB or RFP is unknown, provide estimate.</i> APPR #'s				
<b>Total Value of PO</b> <i>Including all PO Mod amounts</i> APPR #'s				
<b>If a PO Mod, Value of Mod.</b> APPR #'s				

<b>Date when the Goods or Services are needed:</b>	
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<b>Is this Purchase Order/Requisition related to a Contractual Agreement? (Y/N)</b> <i>If yes, please attach Contact Scope for Contracts not approved prior to PO/PO Mod</i>	Yes	No
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<b>Is this Purchase Order/Requisition for Temporary or Contractual Staff? (Y/N)</b> <i>If yes, please attach Hiring Approval.</i>	Yes	No
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<b>Is this Purchase Order/Requisition for Training? (Y/N)</b> <i>If yes, please attach OMB Training Request Form.</i>	Yes	No
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**FOR ENCUMBRANCES AND EXPENDITURES FOR EXISTING TEMPORARY STAFF/LABOR/EMPLOYEES:**

- Dollar Amount.** Compared to FY 2015, for FY 2016 is there a change in the dollar amount of the encumbrance or expenditure for existing temporary staff/labor/employees? If so, what is the dollar amount of the change? Why did the dollar amount change?
- Number of Temporary Workers.** Compared to FY 2015, for FY 2016 is there a change in the number of existing temporary staff/labor/employees? If so, what is the change in the number of temporary staff? Why did the number of temporary staff/labor/employees change?

**Hiring Review/Contract/PO/Mod Request Form (Cont'd)**

**3. Number of Work Hours.** Compared to FY 2015, for FY 2016 is there a change in the number of contracted work hours temporary staff/labor/employees are to work? If so, what is the change in the number of work hours? Why did the number of work hours change?

**4. Contracted Duties.** Compared to FY 2015, for FY 2016 is there a change to the contract regarding tasks, duties, assignments, responsibilities, projects, etc.? If so, what is the change in the contract terms? Why did the terms of the contract change?

**FOR ENCUMBRANCES AND EXPENDITURES FOR NEW TEMPORARY STAFF/LABOR/EMPLOYEES:**

**1. New Activity.** For FY 2016, is the encumbrance or expenditure for the delivery of goods or services for a new project, program, or activity not previously provided by state employees? If so, what is the project, program or activity?.

**2. Replace State Work.** For FY 2016, is the encumbrance or expenditure for the delivery of goods or services that were previously provided by existing state employees through existing projects, programs or activities? If so, why has there been a change from state employees to temporary staff/labor/employees?

**3. New Vendor.** For FY 2016, is the encumbrance or expenditure for a new vendor who is replacing an existing vendor who has had the contract for providing temporary staff/labor/employees? If so, why has the vendor been replaced?

**4. Contractors.** For FY 2016, is the encumbrance or expenditure for a contractor providing a short-term (not ongoing), clearly defined project which will not be repeated (e.g., specific repairs to facilities, defined research and analysis projects, etc.)? What is the project and why is this work being contracted to an outside vendor?

**NOTE:** Increases to encumbrances or expenditures that are used to fully fund an existing contract where the initial encumbrances or expenditures were for less than the full amount of the contract price (and there are no changes to the numbers of workers, hours, assignments or total contract cost) do not have to go through the intensive hiring review process.

**Comments:**