

G038.13/1978/APR/1
C11



EXECUTIVE ORDER

AUTHORITY TO SIGN CONTRACTS AND CONTRACT RESPONSIBILITY

WHEREAS, by long-standing order, Executive Directors of the principal departments or their properly delegated designees have been authorized to sign contracts, and the Executive Directors were informed that prior to signature, it was their responsibility for assuring that contracts entered into by each department in the Executive Branch of Colorado State Government were within the intent of the appropriation and the contracts were necessary and provided the most economical and efficient means for protecting the State's interests, and by so signing they assured compliance with all constitutional and statutory requirements, as well as that of rules, regulations and policy statements issued in implementation thereof; and

WHEREAS, I wish at this time to reaffirm the authority and responsibilities of the Executive Directors of the principal departments, recognizing that awareness, unremitting effort and supervision are essential to continuing effectiveness, efficiency, economy and the achievement of the highest standards of State Government with the optimum use of current State personnel and available funds; and

WHEREAS, the continued cooperation and efforts by the Controller, the Department of Administration, and the Attorney General is essential in the improvement of contract formulation and processing consistent with sound fiscal practices;

NOW, THEREFORE, I, Richard D. Lamm, Governor of the State of Colorado, by virtue of the authority vested in me under the Constitution and laws of the State of Colorado, do hereby order and direct, in addition to action previously directed, that effective as soon as feasible, but in no event later than April 10, 1978:

1. Each Executive Director or department head shall have the responsibility for assuring that contracts entered into by his/her department of the Executive Branch of Colorado State Government are within the intent of the appropriation and that the contract is necessary and provides the most economical and efficient means for protecting the State's interest.
2. It shall further be the responsibility of the said directors or department heads to assure that all constitutional and statutory requirements, as well as those of rules and regulations, particularly those prescribed in Chapter 3, Fiscal Rules, have been complied with prior to the director's or department head's signature being affixed to the contract.
3. All contracts shall be signed "RICHARD D. LAMM, GOVERNOR, by (signature of department head)", and this order shall be authority to so act.
4. Further, Executive Directors or department heads are authorized to redelegate authority to sign contracts to subordinates within their respective departments, and that such subordinates shall sign in that capacity in the form prescribed by the Fiscal Rules and upon proper notice thereof to the Controller. This must not be construed to relieve the Executive Director or department head of the ultimate responsibility referred to herein.

5. Contract processing shall be in accordance with procedures set forth in the Fiscal Rules, as promulgated by the Controller. All directors and department heads are admonished to make themselves thoroughly familiar with such rules and to assure that all necessary contract approvals and clearances are obtained well in advance in order that the Controller may affix his signature prior to the effective date of the contract. The directors and department heads shall assure the dissemination to those preparing contracts within their departments of all instructions, directives, policies and guidance heretofore and hereafter issued respecting contracts and compliance therewith.
6. Directors or department heads shall review all departmental contracting procedures at regular intervals and make recommendations, through the Controller and Attorney General, respecting statewide standard procedures for contracting for goods and services to those required to assure efficient conduct of State business and economical and necessary expenditures with required fiscal controls.
7. All Executive Directors and department heads shall cooperate with the Controller and the Office of the Attorney General in the improvement of contract formulation and processing as herein set forth, and consistent with sound fiscal policies.

(Executive Seal
included on original
of document)

GIVEN under my hand and the
Executive Seal of the State
of Colorado, this 1st
day of April, A.D., 1978.

RICHARD D. LAMM
GOVERNOR

HEH/sam