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(803) 734-2320

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MATERIALS MANAGEMENT OFFICER
(803) 737-0600
FAX (803) 737-0639

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March 10, 2011

Notice – Quarterly Reporting of Indefinite Delivery Contract Activity

The Manual for Planning and Execution of State Permanent Improvements, Part II requires that agencies with Indefinite Delivery Contracts submit quarterly reports of activity under those contracts to the Office of State Engineer (OSE). Some agencies are failing to report or are extremely late in reporting and it has gotten the attention of our Executive Director's Office. We have been instructed to start notifying your agency heads when your quarterly reports are not submitted.

Effective immediately, quarterly reports for Indefinite Delivery Contracts will be due to the Office of State Engineer (OSE) no later than 30 days after the end of the calendar quarter (e.g. 30 days after March 31). OSE will grant a fifteen day grace period, by written notice, to any agency that has indefinite delivery contracts and fails to submit a quarterly report within the required time. If OSE does not receive the report within the fifteen day grace period, the agency head will be notified of the agency's failure to timely submit its report.

OSE is developing a standard format for reporting and will issue this standard for your use when complete. In the meantime, submit your reports in the same format you have in the past provided the report identifies every entity with which you have a contract (regardless of whether or not you have awarded a delivery order to that entity) and provides the information required by Section 9.2.8 of the Manual for Planning and Execution of State Permanent Improvements, Part II.

Please continue to send your reports to Rachel Langdon. The reports can be sent electronically. Rachel's e-mail address is: rlangdon@mmo.sc.gov

In addition to the above, your procurement directors have been notified by Audit and Certification about similar activities regarding quarterly reports required by the Procurement Code. A copy of this notice is attached for your information.

If you have questions, please let me know. I can be reached by phone at (803) 737-0768 or by email at jwhite@mmo.sc.gov.

Thank you for your cooperation in this matter.

Sincerely,

John St. C. White
State Engineer