April 30, 2013

**Procurement and Contracts Informational Circular 13-04**

***Subject: Conference/Hotel Event Process and New PA Type***

As part of the development for Prior Authorization training, it was determined that a standardized process was needed for agencies to use when organizing meetings/conferences in which an outside event site is needed and the cost to the State will exceed the bid threshold of $5,000. Procurement and Contracts conducted an agency focus group to develop a standardized process and form to be used in getting quotes for meetings/conferences. Hotels and Conference centers were also consulted, in which they requested that they receive the same requests from all agencies. As a result, the [Events/Conference Quote Form](http://www.da.ks.gov/purch/Events-ConferenceQuoteForm.docm) has been developed and posted to our website.

The Events/Conference Quote Form is to be used when an agency requires the use of a facility for such an event and the agency’s cost to the facility will be $5,000 or greater. When determining the cost to the agency, all amounts the agency pays for directly should be included, such as meeting space, AV equipment usage, food and lodging. If attendees pay for lodging directly, then that cost does not need to be included when determining the $5,000 threshold.

When the cost is expected to exceed $5,000, agencies will send the Quote Form to multiple vendors, requesting quotes for the event. Agencies are encouraged to obtain quotes from three (3) or more vendors which may include more than one city to hold the meeting/conference. If quotes from multiple vendors cannot be obtained, the rationale needs to be included on the Prior Authorization Form. The left side of the form, provided in Microsoft Word, is to be completed by the agency, identifying the specific need for an event. As the form is being completed in Word, each box will expand accordingly. Once the agency completes all necessary information, the form will be forwarded to the Hotels or Conference Centers via email. The Hotel or Conference Center will enter their response on the right side of the form and send it back to the agency contact via email.

Once all quotes are received and considered, the agency will submit a Prior Authorization requisition through SMART for the recommended vendor. All submitted Events/Conference Quote Forms received shall be scanned and attached in SMART as well. A new PA type (CHE – Conference/Hotel Event) has been established in SMART for these types of transactions.

The Prior Authorization Form is still required to be submitted with the requisition. Information supporting the agency’s recommended choice is to be included Item 4.

If you have questions regarding the new PA type or the process of using it, please contact Bonnie Edwards ([bonnie.edwards@da.ks.gov](mailto:bonnie.edwards@da.ks.gov) or 785-296-3125).

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