



Jim Pillen, Governor

Pre-Agreement Outcome Tool

To ensure taxpayer funds spent on agreements produce tangible and significant outcomes, each agency must complete the attached form when soliciting, re-soliciting, renewing, or extending an agreement for services. The form will be reviewed as described below and approved by the applicable delegated authority and the State Budget Office.

It is important for procurements to address a clear, meaningful problem/need and outline a specific result(s) the agreement will deliver. Completion of the form will require the following:

- (1) Clearly describe both the existing problem/need the agreement intends to address, and the desired outcome.
- (2) Identify which group will benefit from this outcome:
 - a. Customers. Individuals or organizations directly benefitting from the service(s).
 - b. Agency/Program. The organization responsible for administering the service(s). Agreements benefitting programs should clearly describe how the desired outcome of the procurement is significant to providing key services to customers or should address key risks to administering the program.
 - c. 3rd party. Individuals/organizations who provide necessary inputs or services which benefit customers (example: contracted service providers). Agreements benefitting 3rd parties should clearly describe how the desired outcome is significant in providing key services to customers.
- (3) Describe how the services in the intended agreement will create the desired outcome.
- (4) Identify how the desired outcomes will be measured (including any applicable targets).

For agreements estimated to be \$400,000 or greater, a cabinet member's sign-off on this form is required prior to submission to the State Budget Office. Completed forms should be sent to:

ASBUD.OperationsTeam@nebraska.gov.

The State Budget Office will review agency submissions within 14 business days of receipt of a completed form. Agencies will be required to amend the form if it is not completed accurately or does not adequately demonstrate a tangible outcome will be realized. Submissions which do not receive any modification requests within 14 business days may proceed through the procurement process.

After the State Budget Office signs the form and returns it to the requestor, it must be attached to the requisition in E1.



Pre-Agreement Outcome Tool: Criteria for Need

New Contracts - Services

- ❖ Contracts Less than 400k – Not Needed
- ❖ Contracts Equal to or greater than 400k – PAOT Needed
- ❖ No Cost Contracts – Look at Value (Agency may need to evaluate)

Equipment One Time Purchase

- ❖ Equal to or greater than 400K, one time, no prior existing contract

Goods/Personal Property

- ❖ No PAOT Needed

Federal Funding

- ❖ Less than 400k – Not Needed
- ❖ Equal to or greater than 400k – PAOT Needed

Existing Contract Renewals/Extension

- ❖ Less than 400k – Not Needed
- ❖ Equal to or greater than 400k – PAOT Needed (every time)

Price Increase / Quantity Increase / New Scope of Work

- ❖ Contract is less than 400k and is now over 400k – Needs a PAOT
- ❖ Contract is equal or greater than 400k and there is no PAOT on file – Needs a PAOT
- ❖ Contract is equal or greater than 400k, past PAOT on file, and scope of work/quantity increase/price increase is less than 400k – No new PAOT
- ❖ Contract is equal or greater than 400k, past PAOT on file, scope of work/quantity increase/price increase is greater than 400k – New PAOT needed