



TO: SBP Delegates

FROM: Tana Lane, State Architect

DATE: April 17, 2024

SUBJECT: Restroom Signage Request Form
Procurement Training

RESTROOM SIGNAGE REQUEST FORM

In response to House Bill 23-1057 *Amenities For All Genders In Public Buildings*, the Office of the State Architect received funding to assist in providing gender neutral signs and signage for baby changing stations in existing facilities. This form is titled “Restroom Signage Funds Request” and is posted on the Procedural Forms page of OSA’s website at:

<https://osa.colorado.gov/state-buildings/project-management-policies-guidelines/procedural-forms>

If you are interested in receiving funding, please complete and submit this form to OSA at dpa_statebuildings@state.co.us.

PROCUREMENT TRAINING

State Fiscal Policies were updated in February of 2023. With that, they require Contract Managers for contracts over \$100,000 to participate in contract management training each fiscal year.

By this definition, “Contract Managers” are the same as what we refer to as “Project Managers” – so both are required to participate in training. This requirement does not include those universities exempted out of State Procurement and Fiscal Rules.

Project Managers, under Fiscal Rule, are required to:

- Take training every year. The current deadline to complete it is June 30th
 - Contract Managers should take contract management training, offered through their agency-specific learning management system (LMS). Their procurement official should be able to add the construction contract managers to their list of those who need the training.



- Read OSA’s Basic Steps Checklist to review what has changed.
- Be familiar with all of the contract provisions, exhibits, and attachments referenced in the contract. That means reading, making notes, and considering how it ties into each specific project.
- Bring issues to the OSA delegate, when contract or policy issues arise; and push them up to OSA if they cannot be resolved at the agency/institution level.

Note: All state employees can sign up for the Contract Drafting Boot Camp on the State Procurement and Contracting training page.

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