**FISCAL REVIEW REQUIREMENTS**

**T.C.A. § 4-56-107**

Pursuant to T.C.A. 4-56-107, the State’s [Fiscal Review Committee](http://www.capitol.tn.gov/joint/committees/fiscal-review/) must review the following contracts and/or contract amendments, and absent extraordinary circumstances, such review must occur prior to award:

1. Proposed non-competitive contracts with a term of more than one (1) year or which contain a provision to allow for extension by either party that would extend the contract beyond 12 months and which has a cumulative value of not less than $250,000, including all possible extensions; and
2. Any amendment to a contract meeting the term and dollar threshold requirements as described in A. above, regardless of whether the original contract was procured through competitive or non-competitive means, where the amendment:
   1. Increases or decreases the maximum liability;
   2. Extends or shortens the contract term;
   3. Changes the entity or name of the entity with which the State is contracting; or
   4. Otherwise changes an original contract or amended contract in a substantive manner.
3. Contracts that meet these criteria must be submitted to Fiscal Review. In addition to the backup documentation described herein, the following Fiscal Review Forms must be completed:
4. Fiscal Review Checklist;
5. Fiscal Review Supplemental Department Documentation;
6. Fiscal Review Contract Summary; and
7. Fiscal Review Non-Competitive Contract Form – New Contract or
8. Fiscal Review Non-Competitive Contract Form – Amendments/Renewals

The Fiscal Review Committee’s review process requires at least 60 Calendar Days’ lead-time to prepare the documents and submit them for review. **PACS requires at least 90 days lead-time to assure Fiscal Review requirements are met for their review process.** Contract Services will, with the assistance of the requesting department, prepare and submit information as needed for Fiscal Review Committee presentation.

Please email

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or call 931-221-7573

should you have any questions.