

Chapter 4 Miscellaneous Rules

Part 1 Procurement

JR1-4-101 Request for proposals.

- (1) A legislator, a legislative committee, the House, the Senate, or a staff office may request that the Legislative Management Committee issue a request for proposals to obtain a good or service for the Legislature, a legislative committee, the House, or the Senate.
- (2) A person may not issue, on behalf of the Legislature, a legislative committee, the House, or the Senate, a request for proposals, unless authorized by the Legislative Management Committee.
- (3) Upon approving the issuance of a request for proposals, the Legislative Management Committee:
 - (a) shall assign the drafting of the request for proposals to the Office of Legislative Research and General Counsel;
 - (b) may assign another staff office to work with the Office of Legislative Research and General Counsel in drafting the request for proposals;
 - (c) shall assign a person, committee, group of people, or staff office to review the draft request for proposals and give final approval for the request for proposals to be issued as drafted;
 - (d) may assign a committee, person, group of people, or staff office to review responses to the request for proposals and to make a recommendation regarding award of a contract;
 - (e) shall assign a committee, person, group of people, or staff office to make a final decision regarding whether to award a contract and to whom the contract shall be awarded; and
 - (f) if the request for proposals is for an analysis, report, recommendation, or consultation, may assign a committee, person, group of people, or staff office to:
 - (i) review the analysis, report, recommendation, or consultation;
 - (ii) determine whether the contractor fulfilled its obligations in a satisfactory manner; and
 - (iii) authorize payment to the contractor.
- (4) The Office of Legislative Research and General Counsel is responsible for advising and assisting a person or entity described in this rule in relation to the legal requirements of the request for proposals process.
- (5) This rule does not apply to a request for proposals issued by a staff office to obtain a good or service solely for a staff office.

Part 2 Working Meals

JR1-4-201 Working meals -- Reimbursement to staff offices.

- (1) A legislative staff office may purchase a meal for a legislator who is working with the staff on legislative duties through a mealtime subject to the rate limitations provided under JR5-2-102.
- (2) The House, Senate, another legislative staff office, or a legislator, may reimburse a legislative staff office for a meal provided under Subsection (1).

