

DES - Small Works Implementation Plan

1. DES Rule Making

- a. Planning and Timeline - Now
- b. Communication Plan – Now
- c. CR-101 – File by 6-1-2023
 - i. Notice
 - ii. Stakeholdering
 - iii. Draft Rule Development
- d. CR-102 – File by August 1
 - i. Publish – by August 15th
 - ii. Public Hearing
 - iii. Update Draft and Final Rules
- e. CR-103 – File by January 31, 2024

2. ATG

- a. Certification Requirement – Dave M
- b. Involved in Writing draft Rules based on outline provided by DES
- c. Best Practices Document

3. DES – Model Contracts – Start February 1, 2024

- a. Small Works Contract Under \$350k
- b. Direct Contract Under \$150
- c. Complete – April 1, 2024
- d. Post on Website by June 30, 2024

4. Communication Plan / Road Show

- a. Stakeholder List
 - i. CPARB / PRC

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- ii. Small Works Committee
- iii. Partners, OMWBE / LNI / PTAC
- iv. DNR, Parks, DFW, DOT
- v.
- b. Communication Calendar
- c. AWMB – May 10
- d. NMAC – June 1
- e. Tabor100 - TBD
- f. SBCTC – TBD

5. Internal Change Management

- a. How do we encourage folks to use it more?
- b. How does this impact JOC?
- c. When JOC and When Direct Contract? Who makes that decision?
- d. Bid Cost Verification and Validation
- e. Track Small business use to avoid favoritism
- f. Delegated Authority
 - i. Training
 - ii. Auditing

6. Best Practices – Start April 1, 2024

- a. Complete June 30, 2024