



State of Indiana

Mike Braun, Governor

State Budget Agency
State House #212
Indianapolis, IN 46204
317-232-5610

Chad Ranney, Director

To: State Agencies as defined by 5-35.7

From: Chad Ranney, State Budget Director

Date: November 24, 2025

Re: Guidance in Preparing the Active Contracts Report - IC 5-35.7-2

State agencies are required to quarterly submit to the Budget Committee an active contracts report in accordance with IC 5-35.7-2.

Reports must be submitted to the State Budget Agency no later than the 15th of the month before the statutory deadline. This early submission deadline allows time for compilation prior to the formal due date.

Review and preparation should begin early to ensure it complies with the requirements outlined in IC 5-35.7. To assist with your review and preparation, the following PeopleSoft Query was created: SOISCM_SUPP_CNTRCTS_ACTIVE_MAX. Grants and MOUs should be excluded from this report.

It is important to review each agency's contract portfolio to ensure all applicable contracts are accurately captured in the upcoming report.

Applicability

Please review IC 5-35.7 Fiscal Integrity and Contract Accountability with your legal counsel to gain a complete and accurate understanding of its provisions. A thorough review will help ensure that your team is aligned with the expectations and requirements set forth in the code, including certain contracts that are excluded from the reporting requirements.

PeopleSoft Data Uses and Limitations

Please note certain required data is not captured in PeopleSoft, including performance metrics. Agencies must manually compile and validate this information to ensure a complete and accurate report.

We would like to remind all agencies that any discrepancies in contract data from PeopleSoft should be corrected by submitting a formal request to the Indiana Department of Administration (IDOA). This process ensures all updates are reflected accurately in the central system. This

not only improves data consistency but also reduces administrative burden across reporting cycles.

Additionally, contracts executed outside of the State Contract Management (SCM) system may not appear in the PeopleSoft report. Agencies are responsible for identifying and including these contracts in their submission.

Submission to Budget Committee

All contract reports should undergo a thorough peer review prior to submission to the State Budget Agency. This review process helps verify that the content meets all applicable guidelines and minimizes the risk of errors or omissions.

As you prepare your contracts report, please use the data provided by PeopleSoft as a source guide to help identify relevant information. This list is intended to support your review and ensure completeness of reported contracts. However, please note that the format of the data list is not intended for final submission. All reports should be compiled and presented in a professional manner, with clear formatting, consistent language, and attention to detail. A polished presentation reinforces the credibility of the information and reflects positively on your agency.

Please spell out the full supplier's name, as the system may truncate longer entries. This ensures clarity and consistency in reporting.

Required Report Contents and Submission Details

A separate report for each vertical and elected official will be submitted to Budget Committee. Each submission must include the following for applicable contracts:

1. Letter or Memo on letterhead from the Secretary of the Vertical or Elected Official
2. Final Report using the active contracts template
3. Memo and report saved as one .pdf with file name: **IC 5-35.7-2 Name of Vertical/Elected Office Contract Report Budget Committee Due Date**

Note: The initial report will not include reporting requirements under IC 5-35.7-2-3(2), changes made to the terms of the original contract since there is no prior report for comparison. This information will be included in all subsequent reports.

Due Date Reminder and Submission Instructions

Submit final report to the State Budget Agency using the [**Budget Committee Submission Portal**](#) no later than the 15th of the month before the statutory deadline.

We recommend beginning your review early to allow time for data collection and internal validation.