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TO: Department Directors
Agency Accounting Contacts

FROM: Kathleen D. Baxter 
State Comptroller

SUBJECT: DAG Letters/Professional Services Contracts

Please forward the following information to all employees involved with procuring attorney related services for your agency.

The Attorney General's Office has changed their policies and procedures for handling contracts related to litigation and payment of the related fees and disbursements. Previously, an MAP1 document was not required for payments related to litigation that was supported by a Deputy Attorney General appointment (DAG Letter). Starting 10/1/2017, an MAP1 will be required for these type contracts.

Attorneys retained to represent the state in litigation are appointed and notified by the Attorney General (DAG Letter) for these services. Effective, October 1, 2017, all DAG appointments will need to be entered in STAARS using a MAP1 document with a fully executed professional services contract. All elements stated in the Finance Department's fiscal policy and procedures manual will be required in these contracts, including all the necessary signatures and/or reviews that are currently in place for other professional service contracts. Encumbrances (DOP1) will need to be set-up in STAARS and referenced on all payment documents. The DAG appointment letter should be attached to each professional services contract and if the appointment is for a specific case, the case number or name of the case, should be entered in the document description field of the MAP1 and the DOP1 documents.

DAG appointments that are currently being utilized will continue to be paid, but will need to have a contract (MAP1) and encumbrance (DOP1) entered and approved in STAARS for all services that will be paid after October 1, 2017. Beginning October 1, 2017, no payments for DAG appointed Attorney services will be paid without referencing a DOP1 in STAARS.

If you have any questions, please call or email at Pam Harris at pam.harris@comptroller.alabama.gov 334-242-4225, or Randy Head randy.head@comptroller.alabama.gov 334-353-9275.

KDB/ph