

Procurement No. \_\_\_\_\_

Except for **Small Purchase Procurements**, each procurement must have a separate file that contains the documentation listed below.

**Small Purchase Procurement:** Documentation, as detailed in the **Procurement Process Checklist**, is filed in the **Small Purchase Procurement** files with the most recent date in front.

Worksheets are Word forms that do not involve calculations. Spreadsheets are Excel forms that involve calculations. All referenced forms are linked to this Master Form.

**All Procurements:**

- [Procurement Process Checklist](#) (only completed pages).
- [Specifying Deliverables Checklist](#) (only completed pages).
- [Procurement Research/Contact Worksheet](#).
- [Procurement Review Worksheet](#).
- [Independent Cost Estimate – Goods Spreadsheet](#) OR
- [Independent Cost Estimate – Services Spreadsheet](#).

**Procurements with formal, written bids must also include:**

- [Procurement Bid Package Checklist](#).
- Contract Selection Checklist.
- Sub-Recipient/Vendor Checklist.
- Non-Restrictive Procurement Checklist.
- Evaluation Process Checklist.
- Evaluation Rating Worksheet.
- Price Analysis Worksheet – Goods OR
- Price Analysis Worksheet – Services.
- Individual Referral Worksheet, if needed.
- Non-Monetary Criteria--Strength/Concern Worksheet, if needed.
- Summary of Negotiations Worksheet, if needed.
- High Risk Recipient Checklist, if needed.
- The type of procurement and reason (RFP, RFQ, IFB, sole source, in-house).
- Contractor selection criteria including why the particular criteria was selected.
- Solicitation documents, if applicable:
  - Public notice advertisement placed in newspapers with list of publications.
  - Public notice letter to prospective bidders with list of those to whom letter was sent.
  - Any scripts, if radio or television advertising was utilized.
  - Radio and/or television stations receiving advertisement, broadcast dates and times.
- Bid package, if applicable.
- Bid packages from all responding bidders, if applicable.

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- Method and rationale for selection of contractor including all evaluation worksheets, notes, negotiation notes, correspondence, etc. to any responding bidder.
- Board of Directors/PIC agenda concerning responding bidders, if applicable.
- Any correspondence to winning bidder prior to signing the contract.
- Letter of Intent/Award.
- Letter for non-award.

**Procurements requiring submission of cost data/budgets must also include:**

- Cost Analysis Checklist
- Cost Analysis Worksheet

**Sub-Recipient Procurements must also include:**

- Budget Line-Item Checklist
- Profit Worksheet

**Sole-Source Procurements must also include:**

- Sole Source Procurement Checklist

**In-House Provision of Services must also include:**

- In-House Provision of Services Checklist