** CITY OF SANTA FE PROCUREMENT CHECKLIST**

Contractor Name:

Procurement Title:

Procurement Method: State Price Agreement  *Cooperative  Sole Source  Other*

*Exempt*  *Request For Proposal (*RFP)  *Invitation To Bid (ITB)  Contract under 60K  Contract over 60K*

Department Requesting Staff Name

**Procurement Requirements:**

*A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .*

**REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\***

# YES N/A

Approved Procurement Checklist (by Purchasing)

Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)

State Price Agreement

RFP

Evaluation Committee Report

ITB

Bib Tab

Quotes (3 valid current quotes)

Cooperative Agreement

Sole Source Request and Determination Form

Contractors Exempt Letter

Purchasing Officers approval for exempt procurement

BAR

FIR

Executed Contract, Agreement or Amendment

Current Business Registration and CRS numbers on contract or agreement

Summary of Contracts and Agreements form

Certificate of Insurance

All documentation presented to Committees

Other:

Department Rep Printed Name (attesting that all information included) Title Date

Purchasing Officer (attesting that all information is reviewed) Title Date

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.