** 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.