

## OSC Submission Checklist for NEW RFP & NEW IFB (Non-Construction)

Agency Name:	Phone #:	Contractor:
Agency Contact:	Email:	Contract #:
<b>Type of Contract:</b>		
<input type="checkbox"/> IFB - lowest price	<input type="checkbox"/> Mini-bid	<input type="checkbox"/> Emergency
<input type="checkbox"/> RFP - cost/technical	<input type="checkbox"/> Single/Sole source	<input type="checkbox"/> Consortia
<input type="checkbox"/> Other:		
<b>Preferred Documentation Order for Submission to OSC:</b>		
1. <input type="checkbox"/> Clean Batch Control List (BCL), except for PA's		
2. <input type="checkbox"/> AC340, AC130 (purchase order) , or P-Data Sheet with encumbrance if applicable		
3. <input type="checkbox"/> DOB 1184 Attachment A or B		
4. <input type="checkbox"/> OSC Approved Contract Reporter Exemption (if applicable)		
5. <input type="checkbox"/> Signed Declaration of Emergency (if applicable)		
6. <input type="checkbox"/> Non-Approval Notice, if a Resubmission		
7. <input type="checkbox"/> Bid Protests and Agency Response (if applicable)		
8. <input type="checkbox"/> Procurement Record Checklist		
9. <input type="checkbox"/> Cover Letter/Recommendation of Award		
10a. <input type="checkbox"/> One complete original contract agreement	or 10b. <input type="checkbox"/> PA Award Notice (3 copies)	
<input type="checkbox"/> 3 copies of signature pages	<input type="checkbox"/> 3 Copies of Award Letter(s) to Vendor(s)	
<input type="checkbox"/> Vendor signature and notary acknowledgement	<input type="checkbox"/> Authorized Agency Signature	
<input type="checkbox"/> Authorized Agency Signature	<input type="checkbox"/> Price Lists/Pricing Information	
11. <input type="checkbox"/> AG Approval (if applicable)		
12. <input type="checkbox"/> Preferred Source Document/Waiver (if applicable)		
13. <input type="checkbox"/> Contract Reporter Advertisement		
14. <input type="checkbox"/> Solicitation List		
15. <input type="checkbox"/> Certified Bid Tabulation (Including Evaluation Instrument, Score Sheets, Summary if applicable)		
16. <input type="checkbox"/> Mandatory Letters of Intent to bid and/or Sign-In sheet from Mandatory Site Visit		
17. <input type="checkbox"/> Blank Solicitation Document:		
<input type="checkbox"/> Addenda/Amendments	<input type="checkbox"/> Prevailing wage schedules	
<input type="checkbox"/> Statement of Need//Project Definition/Scope of Work	<input type="checkbox"/> Current Appendix A	
<input type="checkbox"/> Q&A's	<input type="checkbox"/> All other necessary clauses	
18. <input type="checkbox"/> Signed Vendor's Quote or Original Awarded Bid/Proposal		
19. <input type="checkbox"/> Any Proposer Correspondence (e.g. clarifications)		
20. <input type="checkbox"/> Vendor Responsibility documentation	22. <input type="checkbox"/> Lobby Law documentation	
<input type="checkbox"/> Profile and Certification	<input type="checkbox"/> Termination clause page #: _____ or form <input type="checkbox"/>	
<input type="checkbox"/> Vendor Questionnaire if over \$100K or agency is aware of any adverse info	<input type="checkbox"/> Vendor Disclosure, Certification and Affirmation	
	<input type="checkbox"/> OSC Governmental Entity form	
21. <input type="checkbox"/> ST220CA	23. <input type="checkbox"/> Consultant Disclosure Form A & Form B Reporting	
24. <input type="checkbox"/> OFT PTP Approval (if applicable)		
25. <input type="checkbox"/> If Less Than 3 Bids Received:		
<input type="checkbox"/> Canvass of No Replies	<input type="checkbox"/> Price Justification	
<input type="checkbox"/> Justification of Award with Limited Competition		
26. <input type="checkbox"/> Explanation of Vendor Selection and Alternatives Considered		
27. <input type="checkbox"/> Comparison to OGS/Agency Backdrop Not-to-Exceed Pricing		
28. <input type="checkbox"/> Price Lists (if applicable)	30. <input type="checkbox"/> All Original Cost Proposals (if applicable)	
29. <input type="checkbox"/> Non-Award Letters	31. <input type="checkbox"/> Original Rejected Bid(s) with Memo of Explanation	