

OSC - IFB-RFP Document Submission Guide

	OSC SUBMISSION GUIDE	Competitive Bid (IFB)	Competitive Bid (RFP)	Single / Sole Source	Emergency	IFB Mini-Bid	RFP Mini-Bid
1.	Batch Control List (BCL), except PA contracts	x	x	x	x	x	x
2.	AC340, AC130 (Purchase Order), or P Data Sheet, with Encumbrance, if applicable	x	x	x	x	x	x
3.	DOB 1184 Attachment A or B (Bulletin G235)	x	x	x	x	x	x
4.	Approved Exemption Request, if applicable			x	x		
5.	Signed Declaration of Emergency				x		
6.	Non-Approval Notice, if resubmission	x	x	x	x	x	x
7.	Bid Protests and Agency Response, if applicable (Bulletin G232)	x	x	x	x	x	x
8.	Procurement Record Checklist	x	x	x	x	x	x
9.	Cover Letter / Recommendation of Award	x	x	x	x	x	x
10.	Contract Agreement or Summary & Affidavit	x	x	x	x		x
11.	AG Approval, except P contracts and POs	x	x	x	x		

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12.	Civil Service Approval for Service Contracts with Individuals	x	x	x	x		
13.	Preferred Source Documentation or Waiver if applicable	x	x				
14.	Contract Reporter Advertisement (Bulletin G107B)	x	x	x	x		
15.	Solicitation List	x	x	x	x	x	x
16.	Certified Bid Tabulation (or 3 quotes for Emergency Contracts)	x	x		x	x	x
	Evaluation instrument, completed evaluation score sheets & evaluation summary		x				x
17.	Mandatory letters of intent/mandatory pre-bid conference sign in sheet and transcript	x	x			x	x
18.	Blank Solicitation Document (including appendices, Q&A's and Addenda)	x	x		x	x	x
	Project Definition					x	x
	Prevailing Wage Rates, if applicable	x	x	x	x	x	x

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19.	Original Awarded Bid/Proposal	x	x			x	x
20.	Any Proposer Correspondence (e.g. clarifications)	x	x	x	x	x	x
21.	Signed Vendor's Quote			x	x		
22.	Vendor Responsibility Documentation (Bulletin G221)	x	x	x	x		
	Agency Profile and Certification	x	x	x	x		
	Questionnaire if over \$100,000	x	x	x	x		
23.	Sales & Compensating Use Tax Documentation: ST-220-CA (Bulletin G222a)	x	x	x	x		
24.	Lobbying Law (Bulletin G224)	x	x	x	x	x	x
	Vendor Affirmation	x	x	x	x	x	x
	Vendor Disclosure	x	x	x	x	x	x
	Vendor Certification	x	x	x	x	x	x

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	Termination Language	x	x	x	x	x	x
	OSC Governmental Entity Representation Form	x	x	x	x	x	x
25.	Consultant Disclosure Form A and Form B Reporting Requirements (Bulletin G226)	x	x	x	x	x	x
26.	OFT PTP Approval, if applicable	x	x	x	x		x
27.	If less than 3 bids received:						
	Canvass of No Replies	x	x			x	x
	Justification of Award with limited competition	x	x			x	x
	Price justification	x	x	x	x		x
28.	Explanation of vendor selection and alternatives considered			x	x		
29.	Comparison to OGS / Agency Backdrop Not-to-Exceed Price					x	x

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30.	Price Lists, if applicable	x	x	x	x		
31.	Non-award letters	x	x			x	x
32.	All Original Cost Proposals, if applicable (Bulletin G-175)		x				x
33.	Any Rejected Original Bids/Proposal with Justification, if applicable	x	x		x	x	x

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