

PROCUREMENT CHECKLIST March 30, 2021

| | |
|------------------------|--|
| CONTRACT ADMINISTRATOR | |
| DATE | |

Requisition No.: _____

PO/Contract No.: _____

| | |
|---|--|
| Solicitation number | |
| Funding Source | |
| Project Manager/Department | |
| <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> RFP Justification |

| | | |
|-------------------------------------|------------|--------------------|
| Advertisement Account Coding | AFE | Cost Center |
|-------------------------------------|------------|--------------------|

| | |
|------------------------------------|-------|
| Advertisement | Dates |
| ARRC Web Page | |
| State of AK, Online Public Notices | |
| Plans Rooms | |
| Other | |
| | |

| | | | |
|---------------------------------|--|--|--|
| Solicitation Issue Dates | | | |
| Pre-Bid Date | | | |
| Closing Date | | | |
| Addendums | | | |

| | | | |
|--------------------------------|------------------|--------------------------------|--|
| Number of solicitations mailed | Auto List 5 plus | Number on Buyer's mailing list | |
|--------------------------------|------------------|--------------------------------|--|

Documentation thresholds

- \$0 > \$10,000 Micro
- \$10,000 > \$20,000 Small procurement
- \$20,000 > \$100,000 (Min. of 3 Written Quotations)
- \$100,000 > \$200,000 Const. processed in Contracts (Min. of 3 Written Quotes)
- \$100,000 or more (formal solicitation)

Procurement type

- Small Procurement
- Quotations
- Sole Source (Justification & Determination)
- Sole Source FTA (Justification & Determination)

Basis for Sole Source Justification

- Unique/Innovative Concept
- Patent/Restricted Data Rights
- Substantial Duplication Costs
- Unacceptable Delay
- Cost Analysis
- Single Source 1 Supplier (J&D, 1 Bid/Proposal)
- Service
 - Architectural & Engineering
 - Other types of services _____
- Formal Solicitation (Over \$100K ITB or RFP)
- After-the-fact purchase (AFT)
- Reimbursable Gov. Agreement (RSA)
- Memorandum of Agreement (MOA)
- Intergovernmental Agreement (IGA)
- Construction
- Emergency purchase
- Limited Competition
- Time & Material, Not to Exceed

- Material Purchase
- Service type procurement
- Small Construction
- Large Construction
- BPO release
- Check Request
- Protest (Notify FTA)
- DBE Web Site ARRC and DOT
- Debarment/Suspension
www.Sam.gov
- Buy America

Federal Requirement Contract's \$0 > \$10,000

- AFE number for Capital procurements
- Description and/or scope
- Estimate
- Requisition in system
- Quote
- Business License and Contractor's license (Required over \$2,000) (Construction Only)
- Davis Bacon Documentation for construction projects (Required over \$2,000) (Construction Only)
- State of Alaska Notice of Work (Construction Only)
- Federal Language required for Federal-aid contracts, applicable for contract less (<) than \$100,000
- Final award of contract / purchase order / Signed Contract

Notes:

Federal Requirement Contract's \$10,000 > \$20,000

- AFE number for Capital procurements
- Description and/or scope
- Independent Estimate
- Requisition in system
- Minimum of one Proposal/Quote
- Price or Cost Analysis
- Alaska Bidders Preference ***Not Eligible***; Was it taken Yes_____ No_____
- Veteran's Preference - Veterans Employment
- Proof of Insurance (Construction Only)
- Business License and Contractor's license (Construction Only)
- Davis Bacon Documentation for construction projects (Required over \$2,000) (Construction Only)
 - State of Alaska Notice of Work (Construction Only)
- Federal Language required for Federal-aid contracts, applicable for contract less (<) than \$100,000
- Final award of contract / purchase order / Signed Contract
- Notice to Proceed (NTP) with work or services (Construction Only)

Notes:

Federal Requirement Contract's \$20,000 > \$100,000

- AFE number for Capital procurements
- Description and/or scope
- Independent Estimate
- Requisition in system
- Minimum of three Proposals
- Price or Cost Analysis
- Alaska Bidders Preference ***Not Eligible***; Was it taken Yes _____ No _____
- Veteran's Preference - Veterans Employment
- Proof of Insurance (Construction and Service Contracts Only)
- Bonds: ___ Bid Bond ___ Performance Bond ___ Payment Bond (Construction Only)
- Business License and Contractor's license (Construction Only)
- Davis Bacon Documentation for construction projects (Required over \$2,000) (Construction Only)
 - State of Alaska Notice of Work (Construction Only)
- Federal Language** required for Federal-aid contracts, applicable for contract greater (>) than \$100,000
- Suspension Debarment, No excluded parties Involved Contract >\$25K** Debarment/Suspension [<https://www.sam.gov/portal/SAM/#1>] – (copy of verification in file _____ initial & _____ date) (Must be verified prior to the issuance of the Purchase Order / Contract.)
- Final award of contract / purchase order / Signed Contract
- Notice to Proceed (NTP) with work or services (Construction Only)
- Contract Narrative
- Negotiating History

Notes:

Federal Requirement Contract's > \$100,000 or more and > \$200,000 for Const. (formal solicitation)

- AFE number for Capital procurements
- Description and/or scope
- Independent Estimate
- Requisition in system
- ITB / RFP Formal Solicitation \$100,000 or more
 - Multi-Year Contract (All Option Years are Priced)
 - Bid Abstract (ITB)
 - Committee Scores (RFP)
- Price or Cost Analysis
- Alaska Bidders Preference ***Not Eligible***; Was it taken Yes _____ No _____
- Veteran's Preference - Veterans Employment
- Proof of Insurance (Construction Only)
- Bonds: ___ Bid Bond ___ Performance Bond ___ Payment Bond (Construction Only)
- Business License and Contractor's license (Construction Only)
- Davis Bacon Documentation for construction projects (Required over \$2,000) (Construction Only)
 - State of Alaska Notice of Work (Construction Only)
- Liquidated Damages
- Federal Language** required for Federal-aid contracts, applicable for contract greater (>) than \$100,000
- Suspension Debarment, No excluded parties Involved Contract >\$25K** Debarment/Suspension [<https://www.sam.gov/portal/SAM/#1>] – (copy of verification in file _____ initial & _____ date) (Must be verified prior to the issuance of the Purchase Order / Contract.)
- Intent to award notice
- Notices to all bidders / Offerors
- Review of contract by Director, Supply Management
- Final award of contract / purchase order / Signed Contract
- Notice to Proceed (NTP) with work or services
- Contract Narrative
- Negotiating History

Notes:
