

OSC - IFB-RFP Document Submission

	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

Issued October 2009

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

Agency Name:	Phone #:	Contractor:
Agency Contact:	Email:	Contract #:
Type of Contract:		
<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:		
Preferred Documentation Order for Submission to OSC:		
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		
<input type="checkbox"/> Profile and Certification		
<input type="checkbox"/> Vendor Questionnaire if over \$100K or agency is aware of any adverse info		
21. <input type="checkbox"/> ST220CA		
22. <input type="checkbox"/> Lobby Law documentation		
<input type="checkbox"/> Termination clause page #: _____ or form <input type="checkbox"/>		
<input type="checkbox"/> Vendor Disclosure, Certification and Affirmation		
<input type="checkbox"/> OSC Governmental Entity form		
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)		
29. <input type="checkbox"/> Non-Award Letters		
30. <input type="checkbox"/> All Original Cost Proposals (if applicable)		
31. <input type="checkbox"/> Original Rejected Bid(s) with Memo of Explanation		