

Procurement Record | Example Folder Structure and Contents

This handout is designed to show you best practices and compliment the procurement record checklist. The description gives you more information about the types of documents your procurement record should include. The subfolders presents a logical structure for folders. This is very helpful for reviews and audits.

Phase	Subfolder	Description of Contents
Pre-Procurement (1)	Business Case (1)	All documents that discuss the reasons for doing the procurement (statement of need), sales reports, contract values)
	Info Gathering (2)	All documents related to RFIs, round tables, market research, etc.
	RFP/IFB Development (3)	All documents related to the development of the solicitation document, including extended team correspondence, non-disclosure agreements by team members, establishment of MWBE goals, documentation of management approval of solicitation document
	Evaluation Development (4)	All documents, emails, etc. related to the development of the technical, cost and overall evaluation tools
	Historical Docs (5)	Documents related to any previous procurements that may have been issued but not awarded.

Procurement/ Evaluation (2)	Announcements/ Postings (1)	Announcements and where they were posted (initial, solicitation updates, etc.),
	RFP/IFB (2)	Final solicitation documents and all addendums
	Vendor/Community/ Bidder Activities (3)	Pre-bid conference info, intent to bid forms, any other activities after release of solicitation prior to bid submission
	Bid Opening (4)	Bid tab, other documents retained from bid opening
	Proposals (5)	Copies of all submitted proposals
	Bidder Disqualifications (6)	By bidder, memos clearly presenting the justification for any/all bidder disqualifications
	Evaluation (7)	Score sheets by bidder for all bidders evaluated, subfolder for admin, tech, cost and references, if appropriate. Also include summary spreadsheet showing final scoring outcome
	Survey of Non-Bidders (8)	Follow-up with non-bidders
	Clarifications & Disputes (8)	By Bidder
	Recommendation Memo (9)	Memo summarizing the procurement and how the team arrived at the tentative awardee(s)

Award (3)	RECOMMENDED	Tentative Notification Letters (1)	Award and non-award letters to all bidders, draft CAN and approvals
		Vend Resp & Other Admin Req. (2)	By awardee, vendor responsibility questionnaire, Workers Compensation issues and resolutions, tax forms, etc.
Contract Negotiation (3)		By awardee, documents related to coming to final contract terms	
APPROVED		Signed Contract (4)	1 fully executed copy for each tentative awardee
		Debriefing (5)	By bidder, record of the debriefing
		Protests (6)	By bidder

Operational/ Contract Management (4)	Communications (1)	Web postings (final approved CAN, FAQ's, other documents required for posting the contract on the web)
	SFS/EDB Documents (2)	Single transaction summary document
	Fully Executed Contract (3)	Signed and Executed by your organization and control agencies

Examples of Folder Structure for Electronic Procurement Documents

Category	Date modified	Type
 Diesel	11/10/2016 4:04 PM	File folder
 Fuel Oil (Heating)	11/1/2016 11:23 A...	File folder
 Gas	12/8/2016 11:12 A...	File folder
 LPGas	2/1/2017 11:02 AM	File folder
 Motor-Hydraulic Oil	6/22/2016 10:35 A...	File folder
 Natural Gas	10/20/2016 12:15 ...	File folder

Phase	Date modified	Type
 01PreProcurement	2/3/2014 9:22 AM	File folder
 02Procurement	2/13/2013 3:34 PM	File folder
 03Award	10/13/2016 8:28 A...	File folder
 04OperationalContractMgmt	3/9/2017 2:20 PM	File folder
 05WorkPapers	3/9/2017 2:18 PM	File folder

Sub Folder	Date modified	Type
 01_BusinessCase	1/2/2013 7:19 AM	File folder
 02_InfoGathering	2/3/2014 9:22 AM	File folder
 03_RfpIfbDev	2/13/2013 3:31 PM	File folder
 04_EvaluationDev	2/13/2013 3:31 PM	File folder
 05_HistoricalDoc	1/2/2013 7:20 AM	File folder