

## PROCUREMENT CHECKLIST October 22, 2024

PROCUREMENT OFFICER	
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

<b>Advertisement Account Coding</b>	<b>AFE</b>	<b>Cost Center</b>
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Advertisement	Dates
ARRC Web Page	
State of AK, Online Public Notices	
Plans Rooms	
Other	

<b>Issue Dates</b>			
Pre-Bid Date			
Closing/Opening Date			
Addendums			

Contractors/Firms notified:

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**Documentation thresholds:**

- Micro Procurement \$0 to \$25,000  
(May use one Quote)
- Small Procurement over \$25,000 to \$100,000 or  
Construction up to \$200,000  
(Minimum 3 Written Quotations)
- Formal Solicitation - Over \$100,000 or over \$200,000  
Construction (21 day advertising period)

**Procurement Details:**

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| <input type="checkbox"/> Micro Procurement                               | <input type="checkbox"/> Material Purchase                   |
| <input type="checkbox"/> Small Procurement                               | <input type="checkbox"/> Service type procurement            |
| <input type="checkbox"/> Quotations                                      | <input type="checkbox"/> Small Construction                  |
| <input type="checkbox"/> Sole Source (Justification & Determination)     | <input type="checkbox"/> Large Construction                  |
| <input type="checkbox"/> Sole Source FTA (Justification & Determination) | <input type="checkbox"/> BPO release                         |
|  | <input type="checkbox"/> Check Request                       |
| Basis for Sole Source Justification                                      | <input type="checkbox"/> Protest (Notify FTA)                |
| <input type="checkbox"/> Unique/Innovative Concept                       | <input type="checkbox"/> DBE Web Site ARRC and DOT           |
| <input type="checkbox"/> Patent/Restricted Data Rights                   | <input type="checkbox"/> Debarment/Suspension<br>www.Sam.gov |
| <input type="checkbox"/> Substantial Duplication Costs                   | <input type="checkbox"/> Buy America                         |
| <input type="checkbox"/> Unacceptable Delay                              |  |
| <input type="checkbox"/> Cost Analysis                                   |  |
| <input type="checkbox"/> Single Source 1 Supplier (J&D, 1 Bid/Proposal)  |  |
| <input type="checkbox"/> Service   |  |
| <input type="checkbox"/> Architectural & Engineering                     |  |
| <input type="checkbox"/> Other types of services _____                   |  |
| <input type="checkbox"/> Formal Solicitation (Over \$100K ITB or RFP)    |  |
| <input type="checkbox"/> After-the-fact purchase (AFT)                   |  |
| <input type="checkbox"/> Reimbursable Gov. Agreement (RSA)               |  |
| <input type="checkbox"/> Memorandum of Agreement (MOA)                   |  |
| <input type="checkbox"/> Intergovernmental Agreement (IGA)               |  |
| <input type="checkbox"/> Construction                                    |  |
| <input type="checkbox"/> Emergency purchase                              |  |
| <input type="checkbox"/> Limited Competition                             |  |
| <input type="checkbox"/> Time & Material, Not to Exceed                  |  |





**Formal Solicitations - Contracts over \$100,000 and over \$200,000 for Const.**

- AFE number for Capital procurements
- Description and/or scope
- Independent Estimate
- Requisition in JDE
- 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:**

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