### PROCUREMENT CHECKLIST March 30, 2021

<table>
<thead>
<tr>
<th>CONTRACT ADMINISTRATOR</th>
<th>Requisition No.:__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>PO/Contract No.:__________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Solicitation number</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Funding Source</td>
<td></td>
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<tr>
<td>Project Manager/Department</td>
<td></td>
</tr>
<tr>
<td>□ Invitation to Bid</td>
<td>□ RFP Justification</td>
</tr>
<tr>
<td>□ Request for Proposal</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Advertisement Account Coding</th>
<th>AFE</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>Dates</td>
<td></td>
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<tr>
<td>ARRC Web Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of AK, Online Public Notices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plans Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Solicitation Issue Dates</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Pre-Bid Date</td>
<td></td>
</tr>
<tr>
<td>Closing Date</td>
<td></td>
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<tr>
<td>Addendums</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of solicitations mailed</th>
<th>Auto List 5 plus</th>
<th>Number on Buyer’s mailing list</th>
</tr>
</thead>
</table>
**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:
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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:
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March 30, 2021 Federal Checklist Revision
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

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March 30, 2021 Federal Checklist Revision
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:
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