

**File Documentation
For
Non-IT and IT
Leveraged Procurement Agreements**

Purchase Document No: _____

Product Description: _____

Buyer: _____

Order of appearance:

Item	Post Award and/or Closeout Activities	Applicable	N/A	In File
1.	General Correspondence: • Letter of State's Acceptance of deliverables or equipment, as applicable.			
2.	Payment History			
3.	Stock Received Report			
4.	Stock Returned Report			
5.	Supplier Performance Report • Delivery/Acceptance Documentation			
6.	Contractor Evaluation (STD.4), applicable			
Item	Leveraged Procurement Agreement Category	Applicable	N/A	In File
7.	<input type="checkbox"/> California Multiple Award Schedule (CMAS) <input type="checkbox"/> Software License Program (SLP) <input type="checkbox"/> Statewide Contracts (SC), includes SCs executed under the Strategic Sourcing Initiative <input type="checkbox"/> State Price Schedules (SPS) <input type="checkbox"/> Master Service Agreement <input type="checkbox"/> Master Rental Agreement <input type="checkbox"/> Master Price Agreement (WSCA)			
Item	Purchase Document	Applicable	N/A	In File
8.	<input type="checkbox"/> Non-IT <input type="checkbox"/> Purchasing Authority Purchase Order (STD.65) Attachments (i.e. Agency special provisions), as applicable. <input type="checkbox"/> Standard Agreement, (if using the non-IT Business Consulting Management MSA)			
	• Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top			
	<input type="checkbox"/> Information Technology (IT) <input type="checkbox"/> GSOP 191-2 or GSOP-206 <input type="checkbox"/> Purchasing Authority Purchase Order (STD.65) <input type="checkbox"/> Attachments, (i.e. Agency Special Provisions or Statement of Work) as applicable.			
	• Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top.			

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Item	Supporting documentation to the awarded purchase document	Applicable	N/A	In File
9.	Agreement Summary (STD.215), as applicable			
10.	Contract Award Report (STD.16) – Transactions over \$5,000.00			
11.	Payee Data Record (STD.204)			
12.	Sellers Permit, as applicable to the purchase of a tangible product.			
13.	Recycled-Contract certification, if applicable			
14.	SB/MB/DVBE database certification verification document			
15.	LPA Contract Documentation: <input type="checkbox"/> Contract cover page identifying the contract number and effective date. <input type="checkbox"/> All pricing page(s) supporting each item purchased and the price for all items ordered. <input type="checkbox"/> Notation within the file identifying where the entire LPA contract is located. A complete contract includes the following components: <ul style="list-style-type: none"> • LPA contract cover page with contract terms • Contract language – terms and conditions (both California and Federal) • Ordering instructions • Products, services and price schedule • Supplements and/or attachments • Payee Data Record (STD.204) • Seller Permit, as applicable 			
Item	Request for Offer	Applicable	N/A	In File
16.	<input type="checkbox"/> Non-IT RFO document <input type="checkbox"/> IT RFO document: Successful supplier response first, Followed by supplier response as listed on bid quote worksheet or evaluation and selection report. Each response should include any completed documentation as required by the solicitation. LPA responses can, dependent upon purchase transaction include the following: <ul style="list-style-type: none"> • LPA contract cover page w/ contract terms • Product, service and price schedule for the purchased goods and/or services • Customer references • Staff resumes 			
17.	RFO Contactor List <ul style="list-style-type: none"> • LPA Supplier name and LPA contract agreement number • Address • Phone and fax numbers • Contact person • Indicate if supplier is SB/MB/DVBE certified 			

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Item	Assessment and Selection Documentation	Applicable	N/A	In File
18.	<u>Best Value Determination Worksheet</u> using the suggested form or by similar document to summarize the procurement activity leading up to the supplier determination			
	<u>Assessment and Selection Report</u> using the suggested form or by similar document to summarize the procurement activity leading up to the award.			
	<u>Master Agreement</u> – Review the user instructions contained within the individual MA and use any forms indicated within the contract terms and conditions.			
Item	Pre-Procurement Requirements and/or Approvals	Applicable	N/A	In File
19.	<u>Pre-Approval Documentation</u>			
	<ul style="list-style-type: none"> Desktop and Mobile Computing Justification notation or documentation, in accordance with the department's policies and procedures and PAM. 			
	<ul style="list-style-type: none"> IT transactions valued less than \$100,000.00, notation and/or acceptable documentation in accordance with department's policies and procedures and PAM 			
	<ul style="list-style-type: none"> IT transactions valued over \$100,000.00, a "Certification of Compliance with SAM 4819.32 by the director or designee 			
	<ul style="list-style-type: none"> Telecommunications approval, as applicable 			
	<ul style="list-style-type: none"> Vehicle Acquisition Request form 			
	<ul style="list-style-type: none"> Prison Industry Authority (PIA) Waiver Request 			
	<ul style="list-style-type: none"> PIA Request for Modular Systems Furniture 			
	<ul style="list-style-type: none"> Surplus Property, as applicable 			
	<ul style="list-style-type: none"> Finance Approval, as applicable, if purchasing used equipment 			
	<ul style="list-style-type: none"> CSSI/SC Exemption Request, as applicable 			
	<ul style="list-style-type: none"> DVBE Participation Waiver signed by Department Director or designee, as applicable. 			
Item	User Request and General Documentation:	Applicable	N/A	In File
20.	<u>Department Requisition</u>			
	<ul style="list-style-type: none"> Provides customer details in terms of quantities, description, specifications, technical requirements, funding and signature approvals. 			