

PURCHASE ESTIMATE PREPARATION & SUBMISSION CHECKLIST

The following checklist has been developed to assist you in the preparation and submittal of your Purchase Estimate (PE) (Std. Form 66) to the Procurement Division, One Time Acquisition unit.

Your procurement will be processed correctly and expeditiously when the following areas of a Purchase Estimate (PE) (Std. Form 66) are complete and properly filled out. The agency billing code and PE number must yield a unique combination for each PE.

Please verify that all the information provided on the PE is accurate prior to submission to avoid delay or having the PE returned to you.

| Purchase Estimate (Std. 66) Form | | ✓ |
|---|---|---|
| Agency Billing Code | Only one billing code. | |
| Purchase Estimate Number | Agency purchase estimate number. | |
| Certification of Referenced Vendor | If SB or DVBE. | |
| Supplier Reference or Information to Procurement Division Provide a minimum of two (2) suppliers able to provide item(s). If not at least 2, submit NCB justification form. | Name of one of the suppliers contacted for quote, spec development, etc. Provide at least one other on the PE or as an attachment. If PE is less than \$250,000.00 verify supplier is a SB or DVBE. | |
| Ship to address | Include Contact Name, Phone Number & Email . | |
| Charge to address | Include Contact Name, Phone Number & Email . | |
| Agency Contact Regarding this Estimate | Name, Phone Number & Email of agency contact. | |
| Quantity | Quantity of each item being requested. | |
| Unit | Unit of measure (each, set, lot, etc.). | |
| Commodity Code Number | Verify the group, class, and subclass (UNSPSC). | |
| Description | Commodity description (including acceptable brands/models that will meet agency needs, for reference). Include additional information including special delivery instructions etc. | |
| Unit price | Determined from review of past purchases, market research or vendor quote(s). | |
| Extension | Total price for qty. requested. | |
| Total Purchase Estimate Amount | Total of all listed line items. Agencies can include the estimated sales/use tax for accounting purposes, however, sales or use tax will not be included as part of the overall bid price evaluation. | |
| Approvals and signatures | Proper agency approvals. Funds are available and identified to proper accounting codes. See SAM 3558 through 3558.2 for further details. | |
| Fiscal year. | Fiscal year of purchase. | |
| Do Funds Expire At The End of F.Y' | 'Yes' or 'No' | |

| Attachments to Purchase Estimate (Std. 66 Form) | | ✓ |
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| Mission Critical Statement | Must be signed by Agency Secretary or Director or authorized designee and submitted with PE. | |
| Technical Requirements | Specification documents, requirements or literature. Identify the mandatory requirements and the preferred or “nice to have” features. | |
| Drawing(s) or blue print(s) specific to the project that the supplier might need in order to submit a bid. | Make sure these can be reproduced for suppliers. | |
| Proposed Administrative Requirements | Warranty Provisions, Inspection and Acceptance, Delivery Instructions, Alternate Protest Process (APP), Other applicable language or requirements to be included in bid documents. | |
| Quotes and product literature from referenced suppliers. | Description of product brands/models that will meet the business need. Minimum of 2. | |
| Non-Competitive Bid (NCB) Justification (Including attachments to support justification and supplier quote). | See SAM 3554 & 3555 for further details. | |
| Limit to Brand or Trade Name (LTB) Statement (Including attachments to support justification and supplier quote(s)) | | |
| Applicable Waivers/Approvals The approving department will forward the complete package with approvals to the Procurement Division. | Prison Industry Authority (PIA) Office of Technology Services (OTS) Fleet Administration (OFAM) Office of State Publishing (OSP) Real Estate Services Division | |
| Additional Information | Item can be purchased on CMAS? Statewide contract? Federal Grant or ARRA Funded? (Include copy of grant documents to ensure any federal requirements are included in the solicitation) | |
| SB/DVBE Documentation | Documentation of research supporting SB/DVBE waiver If PE is less than \$250k, DGS policy requires that the SB/DVBE Option be used. If there is not at least 2 SB's or 2 DVBE's that can fulfill requirements, a waiver must be obtained. A waiver application must be submitted including all research documentation showing agency's due diligence to locate SB or DVBE. This documentation is to be submitted with the purchase estimate. | |