

**File Documentation  
For  
Non-IT and IT  
Non-Competitively Bid Contracts (NCB)**

**Purchase Document No:** \_\_\_\_\_

**Product Description:** \_\_\_\_\_

**Buyer:** \_\_\_\_\_

**Order of appearance:**

| Item | Post Award and/or Closeout Activities  | Applicable | N/A | In File |
|------|--|------------|-----|---------|
| 1.   | General Correspondence: <ul style="list-style-type: none"> <li>Letter of State's Acceptance of deliverables, if applicable.</li> </ul>   |            |     |         |
| 2.   | Payment History  |            |     |         |
| 3.   | Stock Received Report  |            |     |         |
| 4.   | Stock Returned Report, as applicable   |            |     |         |
| 5.   | Supplier Performance Report <ul style="list-style-type: none"> <li>Delivery/Acceptance Documentation</li> </ul>  |            |     |         |
| 6.   | Contract Award Report (STD.16 – transactions over \$5,000.00)  |            |     |         |
| Item | Purchase Document  | Applicable | N/A | In File |
| 7.   | <input type="checkbox"/> <b>Non-IT</b>   |            |     |         |
|      | <input type="checkbox"/> Purchasing Authority Purchase Order (STD.65)  |            |     |         |
|      | <ul style="list-style-type: none"> <li>Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top</li> </ul>   |            |     |         |
|      | <u>Attachments:</u>  |            |     |         |
|      | <ul style="list-style-type: none"> <li>General Provisions (GSPD 401 non-IT Goods)</li> <li>Agency Special Provisions, as applicable.</li> </ul>  |            |     |         |
|      | <input type="checkbox"/> <b>Information Technology (IT)</b>  |            |     |         |
|      | <input type="checkbox"/> Standard Agreement for IT Goods and Services Only (STD.213)   |            |     |         |
|      | <input type="checkbox"/> Purchasing Authority Purchase Order (STD.65)  |            |     |         |
|      | <ul style="list-style-type: none"> <li>Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top.</li> </ul>  |            |     |         |
|      | <ul style="list-style-type: none"> <li><u>Attachments:</u><br/>IT contract language models as applicable to the purchase (recommended \$5,000.00 and over, required \$100,000.00 and over.)</li> <li>Attachment 1, Statement of Work (including equipment and delivery schedules).</li> <li>Attachment 2, IT General Provisions (GSPD 401-IT)</li> <li>Attachment 3, IT Purchasing Special Provisions</li> <li>Attachment 4, IT Maintenance Special Provisions</li> <li>Attachment 5, IT Software License Special Provisions</li> <li>Attachment 6, IT Personal Services Special Provisions</li> </ul> |            |     |         |

**File Documentation  
For  
Non-IT and IT  
Non-Competitively Bid Contracts (NCB)**

|     |  |  |  |  |
|-----|--|--|--|--|
|     |  |  |  |  |
| 8.  | <input type="checkbox"/> Purchase Estimate (STD.66) <input type="checkbox"/> Non-IT <input type="checkbox"/> IT<br>Submitted to DGS/PD on those transactions that are for NCB transactions requested by a department that either does not have any purchasing authority or the purchase activity exceeds a department's NCB purchasing authority. The NCB contract justification form is submitted to DGS/PD along with the STD.66.  |  |  |  |
| 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. | Darfur Contracting Act Certification   |  |  |  |
| 15. | SB/MB/DVBE database certification verification document  |  |  |  |
| 16. | Non-IT solicitation document<br>a) <u>Request for Quote</u> <ul style="list-style-type: none"> <li>• General Provision (GSPD-401 non-IT Goods)</li> <li>• Bidder Instructions (GSPD-451)</li> </ul> <input type="checkbox"/> IT Solicitation document:<br>b) <u>Request for Quote</u> <ul style="list-style-type: none"> <li>• General Provision (GSPD-401IT)</li> <li>• Bidder Instructions (GSPD-451)</li> <li>• IT contract language models as applicable to the purchase (recommended \$5,000.00 and over, required \$100,000.00 and over.) <ul style="list-style-type: none"> <li>• Attachment 1, Statement of Work (including equipment and delivery schedules).</li> <li>• Attachment 2, IT General Provisions (GSPD 401-IT)</li> <li>• Attachment 3, IT Purchasing Special Provisions</li> <li>• Attachment 4, IT Maintenance Special Provisions</li> <li>• Attachment 5, IT Software License Special Provisions</li> <li>• Attachment 6, IT Personal Services Special Provisions</li> </ul> </li> </ul> |  |  |  |

**File Documentation  
For  
Non-IT and IT  
Non-Competitively Bid Contracts (NCB)**

| Item | Pre-Procurement Requirements and/or Approvals  | Applicable        | N/A        | In File        |
|------|--|-------------------|------------|----------------|
| 17.  | <u>Advertisement</u> <ul style="list-style-type: none"> <li>• Contract Advertising Exemption Request form (STD.821) required for an NCB contract justification request for IT services</li> <li>• Non-competitively Bid Contract justification form.</li> </ul> <p><b>Note:</b> (Departments purchasing authority for NCB contract approval under \$25,000.00 must complete the NCB contract justification form and retain in the purchase document files.)</p>  |                   |            |                |
| 18.  | <u>Pre-Approval Documentation</u> <ul style="list-style-type: none"> <li>• SIMM 71B (IT Only) <ul style="list-style-type: none"> <li>• IT transactions valued less than \$100,000.00, notation and/or acceptable documentation in accordance with department's policies and procedures and SCM</li> <li>• IT transactions valued over \$100,000.00, a "Certification of Compliance with SAM 4819.41 by the director or designee</li> <li>• Telecommunications approval, Telecommunications, as applicable per CDT policies, and SAM Section 4545</li> </ul> </li> <li>• Fleet Acquisition Plan (OFAM stamp of approval)</li> <li>• Prison Industry Authority (PIA) Waiver Request</li> <li>• PIA Request for Modular Systems Furniture</li> <li>• Surplus Property, as applicable</li> <li>• Finance Approval, as applicable, if purchasing used equipment</li> <li>• State Contracts Exemption Request, as applicable</li> <li>• DVBE Participation Waiver signed by Department Director or designee, as applicable.</li> </ul> |                   |            |                |
|      | <b>User Request and General Documentation:</b>   | <b>Applicable</b> | <b>N/A</b> | <b>In File</b> |
| 19.  | <u>Department Requisition</u> <ul style="list-style-type: none"> <li>• Provides customer details in terms of quantities, description, specifications, technical requirements, funding and signature approvals.</li> </ul>  |                   |            |                |