

**File Documentation  
For  
Transactions  
Valued Less than \$5,000.00  
All Types and Categories**

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

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

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

**Order of appearance:**

Item	Post Award and/or Closeout Activities	Applicable	N/A	In File
1.	General Correspondence:			
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>			
Item	Purchase Document	Applicable	N/A	In File
6.	Purchasing Authority Purchase Order : <input type="checkbox"/> STD.65 <input type="checkbox"/> STD.213 for IT Goods/Services <input type="checkbox"/> GSOP _____ <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> <li>▪ IT contract language models as applicable to the purchase.</li> </ul>			
7.	Payee Data Record (STD.204)			
8.	Sellers Permit, as applicable to the purchase of a tangible product.			
9.	Recycled-Contract certification, if applicable			
10.	SB/MB/DVBE database certification verification document			
Item	Solicitation Documentation (If award is based on Fair and Reasonable Pricing proceed to #12)	Applicable	N/A	In File
11.	<u>Solicitation Method:</u> <input type="checkbox"/> Competition (RFQ) <input type="checkbox"/> Verbal <input type="checkbox"/> Written  <input type="checkbox"/> Leveraged Procurement Agreement <input type="checkbox"/> CMAS <input type="checkbox"/> SPS <input type="checkbox"/> SLP <input type="checkbox"/> SC <input type="checkbox"/> MA  <input type="checkbox"/> Exempt by Statute or Policy Exemption based upon: _____  _____  _____  _____			

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Item	Selection and Award	Applicable	N/A	In File
12.	<p><b>Note: Selection and award on transactions valued under \$5,000.00 is determined by the procurement approach used.</b></p>			
	<p>a) If a competitive solicitation (RFQ) is conducted then evaluation and award is based upon:</p> <p><input type="checkbox"/> Lowest net cost meeting all other bid specifications</p>			
	<p>b) If a LPA RFO is conducted, obtaining multiple offers then assessment and selection is based upon:</p> <p><input type="checkbox"/> Best value criteria as determined by the department. Identify the best value criteria used: _____</p> <p>_____</p> <p>_____</p>			
	<p>c) If the selection and award is based upon:</p> <p><input type="checkbox"/> Fair and Reasonable Pricing Selection was determined by:</p> <p><input type="checkbox"/> Obtaining price quotes – documentation must be attached.</p> <p><input type="checkbox"/> Established catalog/market pricing – documentation must be attached.</p> <p><input type="checkbox"/> Prices set by law or regulation – Identify the specifics. Justification: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Historical comparison – Identify the specifics. Justification: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

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<b>Item</b>	<b>Procurement Evaluation Summary Documentation</b>	<b>Applicable</b>	<b>N/A</b>	<b>In File</b>
13.	<u>Procurement Summary Report</u> - using the suggested form or by similar document to summarize the procurement activity leading up to the award.			
<b>Item</b>	<b>Pre-Procurement Requirements and/or Approvals</b>	<b>Applicable</b>	<b>N/A</b>	<b>In File</b>
14.	<u>Pre-Approval Requirements</u> <ul style="list-style-type: none"> <li>• Transaction is exempt by statute, as applicable. If purchase if made under this justification, the procurement file must include a statement identifying how the transactions is exempt.</li> <li>• Transaction is exempt by DGS policy, as applicable. If purchase if made under this justification, the procurement file must include a statement identifying how the transactions is exempt</li> </ul>			
<b>Item</b>	<b>Pre-Procurement Requirements and/or Approvals (Continued)</b>	<b>Applicable</b>	<b>N/A</b>	<b>In File</b>
	<u>Pre-Approval Documentation (Continued):</u> <ul style="list-style-type: none"> <li>• <u>Non-IT specific:</u> <ul style="list-style-type: none"> <li>○ Vehicle Acquisition Request Form</li> <li>○ Prison Industry authority Waiver</li> </ul> </li> <li>• <u>IT specific:</u> <ul style="list-style-type: none"> <li>○ Desktop and Mobile Computing Justification notation or documentation, in accordance with the department's policies and procedures and PAM.</li> <li>○ IT transactions valued less than \$100,000.00, notation and/or acceptable documentation in accordance with department's policies and procedures and PAM</li> <li>○ IT transactions valued over \$100,000.00, a "Certification of Compliance with SAM 4819.32 by the director or designee</li> <li>○ Telecommunications approval, as applicable</li> </ul> </li> </ul>			
	• Surplus Property, as applicable			
	• Finance Approval, as applicable, if purchasing used equipment			
	• CSSI/SC Exemption Request, as applicable			
	• DVBE Participation Waiver signed by Department Director or designee, as applicable.			
<b>Item</b>	<b>User Request and General Documentation:</b>	<b>Applicable</b>	<b>N/A</b>	<b>In File</b>
15.	<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>			