

File Documentation

Leveraged Procurement Agreements (LPA) – Non-IT Goods (\$100,000) or IT Goods and Services (\$500,000) Non-IT Services (\$250,000) Dollar Threshold may vary in accordance with the LPA vehicle, CMAS, MA, SPS, SC, buyers need to refer to individual ordering instructions and current MM 03-10.

Order of Appearance:

1. Purchasing Authority Purchase Order (STD.65)* to include:
 - *Amendments to purchase document will be filed with most current amendment always on top.
 - Statement of Work as applicable to the purchase – common to service purchases.
2. Documentation as applicable to the awarded purchase document:
 - Contract Award Report (STD.16) (Over \$5,000.00)
 - Small business/micro-business and/or Disabled veteran business owned enterprise verification (DB certification)
 - Payee Data Record (STD.204) or notation per departmental policy and procedures as to where the document is retained.
 - LPA contract cover page identifying the contract number and effective date.
 - All relevant contract pages supporting each item purchased and the price paid for all items ordered.
 - Notation with file identifying where the entire LPA contract is located. A complete contract includes the following components:
 - ✓ 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)
3. Procurement Summary* - Determining Best Value and Selection
 - Best Value Determination Worksheet (Recommend using DGS sample or department can develop their own.)
 - Master Agreement - Buyers need to review ordering instructions on individual master agreements and use any forms indicated within the contract terms and conditions.
4. Responses to Request for Offer (RFO):
 - Successful supplier response first, followed by unsuccessful supplier responses as listed on the Best Value Determination Worksheet or evaluation and selection report. Documentation can, dependent upon purchase transactions the following:
 - LPA contract cover page w/ contract terms
 - Product, service and price schedule for the purchased goods and/or services
 - Consulting services – resumes of staff being offered to perform services.
 - RFO Contractor List and RFO documentation
 - RFO Contractor List - vendor name, address, phone, fax and contact person. Indication if supplier is small business, micro-business and/or disabled veteran owned business status.
 - Request for Offer as released and any addenda:
 - Buyers using master agreements need to particular attention to ordering instructions within the contracts.
5. Pre-Request for Offer requirements or approvals
 - Non-IT Goods LPA purchase transactions:
 - Any approval documents required:
 - Vehicle Acquisition Request Form (Office of Fleet Administration)
 - Prison Industry Authority (PIA) Waiver Request (Prison Industry Authority)
 - PIA Request for Modular Systems Furniture (MSF) (Prison Industry Authority)
 - Surplus property
 - IT Goods and Services LPA purchase transactions:
 - Any approval documents and/or notation of existence of*:
 - Surplus property
 - Signed Certification of Compliance with SAM 4819.32 – purchases valued \$100,000.00 or more.
 - *For IT procurements valued at less than \$100,000.00, notation and/or documented support must be provided to include:
 - ✓ Approved FSR (either providing the FSR transmittal approval letter showing date approved, FSR title and FSR number or recording such information within the file with where the document is retained within the department.)
 - ✓ WCJF (either retaining the WCJF within the procurement file or notation of the approval date of the WJCF, title and WJCF number or recording such information in the procurement file with a notation of where the document is retained within the department.)
 - ✓ Telecommunications
 - ✓ Exemption from certification requirements as procurement acquires, maintenance services, consulting services to develop an FSR, or other exceptions as referenced in SAM 4819.3 & 4819.4.
 - Non-IT Services or IT Services LPA purchase transactions:
 - Any approval documents and/or notation of existence of:
 - State Personnel Board
6. User Request and general documentation:
 - Sufficient documentation in accordance with a department's policy and procedures to request a procurement activity.