

**File Documentation
For
Non-IT Goods
Competitive Solicitations
\$100.00 - \$50,000.00**

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, if applicable.			
2.	Payment History			
3.	Stock Received Report			
4.	Stock Returned Report			
5.	Supplier Performance Report • Delivery/Acceptance Documentation			
6.	Contract Award Report (STD.16 – transactions over \$5,000.00)			
Item	Purchase Document	Applicable	N/A	In File
7.	Purchasing Authority Purchase Order (STD.65) • Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top.			
8.	Contract Award Report (STD.16) – Transactions over \$5,000.00			
9.	Payee Data Record (STD.204)			
10.	Sellers Permit, as applicable to the purchase of a tangible product.			
11.	Recycled-Contract certification			
12.	SB/MB/DVBE database certification verification document			
Item	Procurement Evaluation Summary Documentation	Applicable	N/A	In File
	Note: Evaluating and documenting the procurement effort either using the recommended Bid Quote Worksheet, a similar document developed by the department or an Evaluation and Selection Report. Each response should include any completed documentation as required by the solicitation's administrative requirements (i.e.: STD.204, SM/MB/DVBE certification, DVBE participation attachment, recycled content certification, etc.)			
13.	<u>Procurement Summary Report</u> - using the suggested form or by similar document to summarize the procurement activity leading up to the award.			
14.	<u>Bid Quote Worksheet</u> – using the recommended form or a similar document to document the results of			
15.	<u>Evaluation and Selection Report</u> , as applicable to the risk of the procurement. Most non-IT transactions at this dollar level will not require this document. The Bid Quote Worksheet or similar document will suffice.			

