

**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: • Letter of State's Acceptance of deliverables, 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.	<input type="checkbox"/> <b>Non-IT</b>			
	<input type="checkbox"/> Purchasing Authority Purchase Order (STD.65)			
	• Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top			
	<u>Attachments:</u> • General Provisions (GSPD 401 non-IT Commodities) • Agency Special Provisions, as applicable.			
	<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)			
	• Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top.			
	• <u>Attachments:</u> IT contract language models as applicable to the purchase (recommended \$5,000.00 and over, required \$100,000.00 and over.)			
	▪ Attachment 1, Statement of Work (including equipment and delivery schedules).			
	▪ Attachment 2, IT General Provisions (GSPD 401-IT)			
	▪ Attachment 3, IT Purchasing Special Provisions			
	▪ Attachment 4, IT Maintenance Special Provisions			
	▪ Attachment 5, IT Software License Special Provisions			
	▪ Attachment 6, IT Personal Services Special Provisions			



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Item	Pre-Procurement Requirements and/or Approvals			
16.	<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>			
Item	Pre-Procurement Requirements and/or Approvals	Applicable	N/A	In File
17.	<u>Pre-Approval Documentation</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> <li>• Vehicle Acquisition Request form</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>• CSSI/SC Exemption Request, as applicable</li> <li>• DVBE Participation Waiver signed by Department Director or designee, as applicable.</li> </ul>			
Item	User Request and General Documentation:	Applicable	N/A	In File
18.	<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>			