

**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"> Letter of State's Acceptance of deliverables, if applicable. 			
2.	Payment History			
3.	Stock Received Report			
4.	Stock Returned Report			
5.	Supplier Performance Report <ul style="list-style-type: none"> 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"/> Non-IT			
	<input type="checkbox"/> Purchasing Authority Purchase Order (STD.65)			
	<ul style="list-style-type: none"> Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top 			
	<u>Attachments:</u>			
	<ul style="list-style-type: none"> General Provisions (GSPD 401 non-IT Commodities) Agency Special Provisions, as applicable. 			
	<input type="checkbox"/> Information Technology (IT)			
	<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"> Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top. 			
	<ul style="list-style-type: none"> <u>Attachments:</u> IT contract language models as applicable to the purchase (recommended \$5,000.00 and over, required \$1,000,000.00 and over.) <ul style="list-style-type: none"> Attachment 1, Statement of Work (including equipment and delivery schedules). Attachment 2, IT General Provisions (GSPD 401-IT) Attachment 3, Cloud Computing Special Provisions for Software as a Service (SaaS) Attachment 4, Cloud Computing Special Provisions for Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) 			

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Item	Purchase Document	Applicable	N/A	In File
8.	<input type="checkbox"/> Purchase Estimate (STD.66) <input type="checkbox"/> Non-IT <input type="checkbox"/> IT Submitted to DGS/PD on those transactions that are for NCB transactions requested by a departments that either do 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.			
Item	Supporting documentation to the awarded purchasing document	Applicable	N/A	In File
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.	SB/MB/DVBE database certification verification document			
Item	Solicitation Documentation	Applicable	N/A	In File
15.	<input type="checkbox"/> Non-IT solicitation document a) <u>Request for Quote</u> <ul style="list-style-type: none"> • General Provision (GSPD-401 non-IT commodities) • Bidder Instructions (GSPD-451) 			
	<input type="checkbox"/> IT Solicitation document: b) <u>Request for Quote</u> <ul style="list-style-type: none"> • General Provision (GSPD-401IT) • Bidder Instructions (GSPD-451) • IT contract language models as applicable to the purchase (recommended \$5,000.00 and over, required \$1,000,000.00 and over.) <ul style="list-style-type: none"> • Attachment 1, Statement of Work (including equipment and delivery schedules). • Attachment 2, IT General Provisions (GSPD 401-IT) • Attachment 3, Cloud Computing Special Provisions for Software as a Service (SaaS) • Attachment 4, Cloud Computing Special Provisions for Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) • 			

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Item	Pre-Procurement Requirements and/or Approvals			
16.	<u>Advertisement</u> <ul style="list-style-type: none"> • Contract Advertising Exemption Request form (STD.821) required for an NCB contract justification request for IT services • Non-competitively Bid Contract justification form. <p>Note: (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"> • Desktop and Mobile Computing Justification notation or documentation, in accordance with the department's policies and procedures and the SCM. • IT transactions valued less than \$1,000,000.00, notation and/or acceptable documentation in accordance with department's policies and procedures and the SCM • IT transactions valued over \$5,000.00, a "Certification of Compliance with SIMM 71 and SAM 4819.41 signed by the Agency Information Officer or Department of Technology for non-affiliated state entities. • Telecommunications approval, as applicable • Vehicle Acquisition Request form • Prison Industry Authority (CALPIA) Waiver Request • CALPIA Request for Modular Systems Furniture • 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. 			
Item	User Request and General Documentation:	Applicable	N/A	In File
18.	<u>Department Requisition</u> <ul style="list-style-type: none"> • Provides customer details in terms of quantities, description, specifications, technical requirements, funding and signature approvals. 			