

## Checklist for PCS Contract Submission AMENDMENT (PCS-1A)

The list provided outlines the most common supporting documentation required to accompany the submission of PCS amendment contracts and is intended for general guidance purposes only and is subject to change.

**Please make sure all fields are complete on submitted documents.**

Contract Number: \_\_\_\_\_

### **ABA Criteria §19-11-801**

- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- ABA Approval/Recommendation
- Terms and Conditions of Agreement
- Current Copy of Licenses & Certifications
- Other: \_\_\_\_\_

### **Competitive Bid §19-11-234**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

### **Cooperative Contract §19-11-249**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Other: \_\_\_\_\_

### **Emergency §19-11-233**

- PCS Contract Amendment Form (PCS-1A)
- Written request for approval
- DFA Director Approval
- Quotation Abstract/Bid Tabulation
- Copy of at least three quotes
- Purchase Order
- Other: \_\_\_\_\_

### **Exempt By Law §19-11-203**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

## Checklist for PCS Contract Submission AMENDMENT (PCS-1A)

### **Intergovernmental §19-11-251**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)
- Other: \_\_\_\_\_

### **Invitation for Bid §19-11-229**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

### **Request for Proposal §19-11-230**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

### **Request for Qualifications §19-11-802**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- AG Approval letter (Legal Counsel)
- Other: \_\_\_\_\_

### **Small Order §19-11-231**

- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

## Checklist for PCS Contract Submission AMENDMENT (PCS-1A)

### **Sole Source by Intent to Award §19-11-232**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Copy of Advertisement
- Other: \_\_\_\_\_

### **Sole Source by Justification §19-11-232(e)**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Sole Source Justification Letter (must address the seven questions)
- Sole Source Approval by OSP (Colleges & Universities- approval by designated authority above the level of an APO)
- Other: \_\_\_\_\_

### **Sole Source by Law §19-11-232(f)**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: \_\_\_\_\_

### **Special Procurement §19-11-263**

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Special Procurement Justification Letter (must address the five questions)
- Special Procurement Approval by OSP (Colleges & Universities- approval by designated authority above the level of an APO)
- Other: \_\_\_\_\_

### IMPORTANT

- Contract Review Form not applicable to colleges and universities.