

Checklist for PCS Contract Submission (PCS-1)

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

Please make sure all fields are complete for the submitted documents.

Contract Number: _____

ABA Criteria §19-11-801

- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016.
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- 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)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Bid tabulation
- Other: _____

Checklist for PCS Contract Submission (PCS-1)

Cooperative Contract §19-11-249

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- Other: _____

Emergency §19-11-233

- PCS Contract Form (PCS-1)
- 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)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Other: _____

Checklist for PCS Contract Submission (PCS-1)

Intergovernmental §19-11-251

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Bid Tabulation
- Other: _____

Checklist for PCS Contract Submission (PCS-1)

Request for Proposal §19-11-230

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Other: _____

Request for Qualifications §19-11-802

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Prior written approval by OSP director
- AG Approval letter (Legal Counsel)
- Other: _____

Small Order §19-11-231

- PCS Contract Form (PCS-1)
- 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)
- Other: _____

Checklist for PCS Contract Submission (PCS-1)

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

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Copy of Advertisement
- Other: _____

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

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- 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: _____

Checklist for PCS Contract Submission (PCS-1)

Sole Source by Law §19-11-232(f)

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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)
- Other: _____

Special Procurement

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- PCS Contract Form (PCS-1)
- 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 Memo/Letter
- Special Procurement Approval (Colleges & Universities- approval by designated authority above the level of an APO)
- Other: _____

IMPORTANT

- Contract Review Form and Screenshot of requisition review(s) attached in AASIS not applicable to colleges and universities.