

## PROCUREMENT FILE CHECKLIST - SOLICITATIONS

Contractor Name: \_\_\_\_\_

Solicitation Title: \_\_\_\_\_

Solicitation / IPB #: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Agency Identifier: \_\_\_\_\_

### IL Procurement Code (30 ILCS 500/20-155(b))

*A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement file shall contain a written determination, signed by the chief procurement officer or State purchasing officer, setting forth the reasoning for the contract award decision. The procurement file shall not include trade secrets or other competitively sensitive, confidential, or proprietary information. The procurement file shall be open to public inspection within 7 business days following award of the contract.*

### SOLICITATION\*

YES    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Small Business Waiver  |
| <input type="checkbox"/> | <input type="checkbox"/> | Solicitation document (RFP, IFB), including Addendum(s) document                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of solicitation overview published on the Illinois Procurement Bulletin (IPB) |
| <input type="checkbox"/> | <input type="checkbox"/> | Screen print of addendum(s) published on the IPB   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid/Pre-Offer Conference attendance sheet and other documents                          |
| <input type="checkbox"/> | <input type="checkbox"/> | If canceled, screen print of cancellation of solicitation notice                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____   |

### EVALUATION\*

YES    N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Blank evaluation form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluator's names or matrix if agencies assign evaluators an identifier |
| <input type="checkbox"/> | <input type="checkbox"/> | Evaluation procedures or evaluation instructions                        |

\* If there are multiple awards, agency/board should have documentation that specifies which contract file contains the solicitation, evaluation, award, miscellaneous and protest files.

**YES    N/A**

- Conflict/Confidentiality Forms signed by all Evaluators, Technical Advisors, Reviewers, and any person who assists in regard to the bid/proposal, evaluation and/or award
- Bid or Offer opening sheet(s) (If RFP, then two offer opening sheets, one for technical and one for cost)
- Screen print of Bidder/Offeror's detailed information page from SBSA website
- Responsiveness review sheet or other sheet documenting responsiveness for each Bidder/Offeror, attach requests for additional information to cure items
- Non-Responsive/Non-Responsibility Form and correspondence or letters from agency to vendor regarding disqualifications
- Oral presentations (sign-in sheets, presentation materials, etc.)
- Documentation sent to Bidders/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc.
- Reference Reviews/Reference Check Questionnaires
- Individual evaluations with notes/comments included for each bid or offer.
- Pricing evaluation
- Final overall evaluation matrix or summary of evaluator scores
- Screen print of debt delinquency page from Comptroller's website for winning Vendor (if over \$10,000, per CPO Notice 2012.06)
- Other: \_\_\_\_\_

**AWARD\***

**YES    N/A**

- Redacted winning proposal (this is a copy that has all confidential/proprietary information excluded)
- Screen print of Contract Award Notice published on IPB
- Screen print of Vendor Award Information published on IPB
- Screen print of Award Notice Addendum(s) published on IPB
- Screen print of Award Notice published on agency website

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Email or notification sent to all Bidders/Offerors that award was made

**YES**    **N/A**

Waiver or "No Action Taken" from Procurement Policy Board (PPB)

Correspondence with PPB regarding waiver

If IFB and not awarded to lowest responsive, responsible bidder; written explanation filed with the Legislative Audit Commission and PPB

Other: \_\_\_\_\_

**DISCLOSURES**

**YES**    **N/A**

**Contractor Disclosures & Conflicts of Interest (\$25,000 and above)**

Disclosures & Conflicts of Interest Form(s) (winning bidder(s)/offeror(s))

**Contractor –Conflicts of Interest (\$25,000 and above)**

SPO Letter or e-mail to designated individual regarding potential conflict

Conflict of Interest Form signed by all parties

Letter from Procurement Policy Board regarding the potential conflict

**Subcontractor Disclosures (\$50,000 and above)**

Certifications of Subcontractor(s)

Disclosures & Conflicts of Interest form of Subcontractor(s)

**Subcontractor –Conflicts of Interest (\$50,000 and above)**

SPO Letter or email to designated individual regarding potential conflict

Conflict of Interest form signed by all parties

Letter from Procurement Policy Board regarding the potential conflict

Other: \_\_\_\_\_

\* If there are multiple awards, agency/board should have documentation that specifies which contract file contains the solicitation, evaluation, award, miscellaneous and protest files.

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**CONTRACT**

**YES    N/A**

- Copy of Executed Contract (if over \$250,000 per fiscal year must have three signatures)
- Copy of late execution waiver
- Copy of late filing affidavit
- Completed SPO Determination form
- Other: \_\_\_\_\_

**MISCELLANEOUS FILE\***

**YES    N/A**

- BEP Exemption
- BEP Good Faith Effort Waiver
- Other: \_\_\_\_\_

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract. (44 ILL. ADMIN. CODE §1.2080(c))

**PROTEST (If applicable)\***

**YES    N/A**

- Documentation from protester filed with the protest review office.
- Letter from Agency to Protest Review Office providing response to protest
- Letter from CPO to protester and agency on final outcome
- Other: \_\_\_\_\_

\* If there are multiple awards, agency/board should have documentation that specifies which contract file contains the solicitation, evaluation, award, miscellaneous and protest files.

**Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.**

**YES    N/A**

       Original bid(s) or proposal(s) with no redactions.

       Documentation exempt from FOIA - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters)

**NON-WINNING BIDS/PROPOSALS may be filed in different location**

\_\_\_\_\_  
Agency Rep Printed Name and Title

\_\_\_\_\_  
Agency Rep Signature attesting that all information included

\_\_\_\_\_  
Date

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