**School District Procurement File Documentation Checklist**

**This file pertains to Solicitation #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resulting in award of contract #\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Document** | **Tab or (sub-folder)** | **Example description of file information** | **Included Yes/No** | **Comments** |
| * List of notified vendors or * Bidders List | 1–Solicitation | List of vendors notified of the solicitation via email or other formats. (R7-2-1023 and R7-2-1077) |  |  |
| * Notice of solicitation | 1–Solicitation | Copy of notice or screenshot of website where it was posted. (R7-2-1022 and R7-2-1042) |  |  |
| * Final issued solicitation | 1–Solicitation | Full solicitation package: scope of work, evaluation factors, terms & conditions and other required forms and documents. (R7-2-1024.B or R7-2-1042) |  |  |
| * Solicitation amendments | 1–Solicitation | Additions or modifications to the initial solicitation.  (R7-2-1026 or R7-2-1036.D) |  |  |
| * All submitted bids or proposals and required documentation | 1–Solicitation | “Bid” means a response to an IFB and includes an offer to contract with the district. (R7-2-1001.8)  “Proposal” means a response to an RFP and includes an offer to contract with the district. (R7-2-1001.94) |  |  |
| * Questions & Answers | 1–Solicitation | Questions & Answers documents or applicable emails to vendors should be saved in the Q&A tab. |  |  |
| * Solicitations received log | 2-Bid Opening | Log to record the date and time received for each bid, proposal, or modification. (R7-2-1029 and R7-2-1045) |  |  |
| * Solicitations opening sign in log | 2-Bid Opening | Log to record bids/proposals were opened publicly at the date/time/place designated and in the presence of 1 or more witnesses; the name of each bidder; the amount of each bid was recorded, and the person opening the bids/proposals signed the record. (R7-2-1029.B and R7-2-1045.B) |  |  |
| * Clarification: Requests and responses | 3–Evaluation | Any clarification letters/emails to vendors that provide understanding of an offer. (Does NOT include material changes to the solicitation or offer.) |  |  |
| * Discussions, negotiation requests and offer responses | 3–Evaluation | Should include all written communications involving negotiation of the solicitation and/or the offer that may include material changes. (R7-2-1041 and R7-2-1047) |  |  |
| * Evaluation/selection committee members or advisory groups | 3–Evaluation | List of the names of all individuals taking part in the development or selection of criteria for evaluation, the evaluation process, negotiations, and the award process, as applicable. |  |  |
| * Signed conflict of interest forms | 3–Evaluation | Signed conflict of interest (procurement disclosure) statements for all members of the evaluation committee, including procurement consultants who participate in any aspect of a specific procurement (bid or proposal).  (R7-2-1003.H, R7-2-1008.C, and R7-2-1015) |  |  |
| * Offer revisions and best and final offers (BAFOs) | 3–Evaluation | Final offers and final responses to the solicitation.  (R7-2-1048) |  |  |
| * Verification of ROC license and Corporation Commission, as applicable | 3–Evaluation | Verification to support the vendor has a valid/active license pursuant to A.R.S. Title 32, Ch. 10. (R7-2-1112) |  |  |
| * Bid tabulation and evaluation sheets | 3–Evaluation | Evaluation sheets used by each individual to evaluate all the bids/proposals received on the criteria/factors included in the solicitation. (R7-2-1031 and R7-2-1046) |  |  |
| * Determination of non-responsive bidders | 3–Evaluation | Documentation of both responsive and nonresponsive vendor determinations completed before contract award. (R7-2-1076) |  |  |
| * Bid tabulations or final evaluation reports/matrix | 3–Evaluation | Documentation to support consensus of bid evaluation or committee evaluation report, as applicable. (R7-2-1031 and R7-2-1046) |  |  |
| * Cost and pricing data or cooperative contract agreement, as applicable | 4-Due Diligence | Support for the cost and pricing analysis used to determine  that the price is fair and reasonable, as applicable.  (R7-2-1079 and R7-2-1191) |  |  |
| * Final evaluation report (Determinations) | 5–Determinations | Basis for the determination of award(s) for the successful bidder/offer. (R7-2-1031 and R7-2-1042) |  |  |
| * Notice of award | 5–Determinations | Documentation of notification of award. (R7-2-1031 and  R7-2-1050) |  |  |
| * Contract or offer and acceptance forms | 6-Contract | Copy of fully executed contract and/or offer and acceptance form signed by both parties. (R7-2-1031 and R7-2-1050) |  |  |
| * Purchase orders | 6-Contract or  Vendor file | Reference number for the solicitation, contract, or cooperative contract included on the purchase order. |  |  |
| * Terms and conditions, notice to proceed, as applicable | 6-Contract | Copy of terms and conditions and any special terms and conditions as applicable, including term of contract (length) and contract type (i.e. fixed price, GMP, unit price). |  |  |
| * Contract and renewals, as applicable | 7-Contract admin | Copy of contract, terms for renewals or extension of contract.  (R7-2-1093). |  |  |
| * Price verification | 7-Contract admin | Document verification of awarded contract or cooperative price to vendor invoice. (R7-2-1079) |  |  |
| * Additional Info |  | As determined applicable by the district. |  |  |

*Follow the General Records Retention Schedule requirements for purchasing and procurement records found on* [*https://azlibrary.gov/arm/retention-schedules*](https://azlibrary.gov/arm/retention-schedules)

*This is a “best practice” checklist and should not be considered all-inclusive of all required procurement file documentation.*