

Service Contract Submission Checklist

Method of Procurement	Version	Check	Required Documents	
ABA Criteria	New		Services Contract (SRV-1)	
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)	
			*IT related Total Projected Cost \geq \$100,000 (requires Department of Information System Review)	
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
			Equal Employment Opportunity Policy (EEO)	
			ABA Approval/Selection Tracking Form	
			Certificate of Liability Insurance	
			Terms and Conditions of Agreement	
			Current Copy of Licenses & Certifications	
	Amendment			Amendment to Services Contract (SRV-1A)
				Contract and Grant Disclosure Form
				Illegal Immigrant Certification
			ABA Approval/Selection Tracking Form	
Method of Procurement	Version	Check	Required Documents	
Competitive Bid Invitation for Bid	New		Services Contract (SRV-1)	
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)	
			*IT related Total Projected Cost \geq \$100,000 (requires Department of Information System Review)	
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
			Equal Employment Opportunity Policy (EEO)	
			Bid Tabulation	
	Amendment			Amendment to Services Contract (SRV-1A)
				Contract Review Memo IT related Total Projected Cost \geq \$100,000 (requires Department of Information System Review)
				Contract and Grant Disclosure Form
			Illegal Immigrant Certification	

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Cooperative Contract	New		Services Contract (SRV-1)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)
	Amendment		Amendment to Services Contract (SRV-1A)
		Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
Method of Procurement	Version	Check	Required Documents
Emergency	New		Services Contract (SRV-1)
			Written request for approval
			Written approval by OSP Director
			Quotation Abstract/Bid Tabulation (at least 3 quotes)
			Copy of Purchase Order
	Amendment		Amendment to Services Contract (SRV-1A)
			Written request for approval
			Written approval by OSP Director
			Quotation Abstract/Bid Tabulation (at least 3 quotes)
			Copy of Purchase Order
Method of Procurement	Version	Check	Required Documents
Exempt by Law Request for Proposal Sole Source by Law	New		Services Contract (SRV-1)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)
			Contract and Grant Disclosure Form
			Illegal Immigrant Certification

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	Amendment		Equal Employment Opportunity Policy (EEO)	
			Amendment to Services Contract (SRV-1A)	
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
Intergovernmental	New		Services Contract (SRV-1)	
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)	
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)	
		Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)		
	Amendment		Amendment to Services Contract (SRV-1A)	
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)	
	Request for Qualification	New		Services Contract (SRV-1)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)	
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
			Equal Employment Opportunity Policy (EEO)	

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Method of Procurement	Version	Check	Required Documents
	Amendment		Prior written approval by OSP Director
			Amendment to Services Contract (SRV-1A)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			Contract and Grant Disclosure Form
			Illegal Immigrant Certification
Method of Procurement	Version	Check	Required Documents
Small Order	New		Services Contract (SRV-1)
			Contract and Grant Disclosure Form
			Illegal Immigrant Certification
			Equal Employment Opportunity Policy (EEO)
	Amendment		Amendment to Services Contract (SRV-1A)
			Contract and Grant Disclosure Form
			Illegal Immigrant Certification
Method of Procurement	Version	Check	Required Documents
Sole Source Justification	New		Services Contract (SRV-1)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)
			Contract and Grant Disclosure Form
			Illegal Immigrant Certification
			Equal Employment Opportunity Policy (EEO)
			Sole Source Justification Letter (must address law)
			Sole Source Approval by OSP (colleges & universities-approval by designated authority above the level of an APO)
	Amendment		Amendment to Services Contract (SRV-1A)
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)

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Method of Procurement	Version	Check	Required Documents	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
			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)	
Special Procurement	New		Services Contract (SRV-1)	
			Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)	
			*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)	
			*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)	
			Contract and Grant Disclosure Form	
			Illegal Immigrant Certification	
			Equal Employment Opportunity Policy (EEO)	
			Special Procurement Memo/Letter	
			Special Procurement Approval (College & Universities-approval by designated authority above the level of an APO)	
	Amendment			Amendment to Services Contract (SRV-1A)
				Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
				Contract and Grant Disclosure Form
				Illegal Immigrant Certification
				Special Procurement Memo/Letter
			Special Procurement Approval (College & Universities-approval by designated authority above the level of an APO)	

Note: The contract Review Form and the Screenshot of purchase requisition approval is not applicable to colleges and universities.