

# 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
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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Method of Procurement	Version	Check	Required Documents
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
Critical Emergency	New		Services Contract (SRV-1) *(Signatures can be obtain after contract has been released)
			Written request for approval
			Written approval by OSP Director
	Amendment		Amendment to Services Contract (SRV-1A)
			Written request for approval
			Written approval by OSP Director*(Signatures can be obtain after contract has been released)

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Method of Procurement	Version	Check	Required Documents
<b>Exempt by Law Request for Proposal Sole Source by Law</b>	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)
			Amendment to Services Contract (SRV-1A)
	Amendment		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
<b>Intergovernmental</b>	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 to Services Contract (SRV-1A)
	Amendment		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)

# Service Contract Submission Checklist

Method of Procurement	Version	Check	Required Documents
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)
			Prior written approval by OSP Director
	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	
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

# Service Contract Submission Checklist

Method of Procurement	Version	Check	Required Documents
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)
Method of Procurement	Version	Check	Required Documents
	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

# Service Contract Submission Checklist

Sole Source Justification			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)
			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)

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

Note: A new Equal Employment Opportunity Policy (EEO) is not needed on amendments unless the vendor of the contract has changed.

Revised 12/23