

# 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 ≥\$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   |  |
|                                    |           |   | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |  |
|                                    |           |   | 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   |  |
| 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 ≥\$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   |  |
|                                    |           |   | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |  |
|                                    |           |   | Bid Tabulation   |  |
|                                    | 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   |  |
| Method of Procurement              | Version   | Check                                     | Required Documents   |  |
|                                    |           |   | Services Contract (SRV-1)  |  |
|                                    |           |   | Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review) |  |

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|                              |                |              |  |
|------------------------------|----------------|--------------|--|
| <b>Cooperative Contract</b>  | New            |              | 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) |
| <b>Method of Procurement</b> | <b>Version</b> | <b>Check</b> | <b>Required Documents</b>  |
| <b>Emergency</b>             | 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   |
| <b>Method of Procurement</b> | <b>Version</b> | <b>Check</b> | <b>Required Documents</b>  |
| <b>Critical Emergency</b>    | 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)                       |
| <b>Method of Procurement</b> | <b>Version</b> | <b>Check</b> | <b>Required Documents</b>  |
|                              |                |              | Services Contract (SRV-1)  |
|                              |                |              | Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review) |

# Service Contract Submission Checklist

| Method of Procurement                                       | Version               | Check   | Required Documents   |  |
|---|-----------------------|---------|--|--|
| Exempt by Law<br>Request for Proposal<br>Sole Source by Law | New                   |         | 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   |  |
|   |                       |         | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |  |
|   | 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   |
|   | Method of Procurement | Version | Check  | Required Documents   |
|   | 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) |
|   |                       |         |  |  |
| Method of Procurement                                       | Version               | Check   | Required Documents   |  |
|   |                       |         | 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)  |  |

# Service Contract Submission Checklist

|                                  |                |                                    |  |
|----------------------------------|----------------|------------------------------------|--|
| <b>Request for Qualification</b> | New            |                                    | *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   |
|                                  |                |                                    | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |
|                                  | 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 |  |
| <b>Method of Procurement</b>     | <b>Version</b> | <b>Check</b>                       | <b>Required Documents</b>  |
| <b>Small Order</b>               | New            |                                    | Services Contract (SRV-1)  |
|                                  |                |                                    | Contract and Grant Disclosure Form   |
|                                  |                |                                    | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |
|                                  | Amendment      |                                    | Amendment to Services Contract (SRV-1A)  |
|                                  |                |                                    | Contract and Grant Disclosure Form   |
| <b>Method of Procurement</b>     | <b>Version</b> | <b>Check</b>                       | <b>Required Documents</b>  |
| <b>Special Procurement</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   |
|                                  |                |                                    | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |
|                                  |                |                                    | Special Procurement Memo/Letter  |
|                                  |                |                                    | Special Procurement Approval (College & Universities-approval by designated authority above the level of an APO)   |
|                                  |                |                                    | Amendment to Services Contract (SRV-1A)  |

# Service Contract Submission Checklist

| Method of Procurement            | Version   | Check | Required Documents   |  |
|----------------------------------|-----------|-------|--|--|
|                                  | Amendment |       | Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review) |  |
|                                  |           |       | Contract and Grant Disclosure Form   |  |
|                                  |           |       | Special Procurement Memo/Letter  |  |
|                                  |           |       | Special Procurement Approval (College & Universities-approval by designated authority above the level of an APO)   |  |
| <b>Sole Source Justification</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   |  |
|                                  |           |       | Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)   |  |
|                                  |           |       | Sole Source Justification Letter (must address law)  |  |
|                                  | Amendment |       |  | Sole Source Approval by OSP (colleges & universities-approval by designated authority above the level of an APO)   |
|                                  |           |       |  | 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   |
|                                  |           |       |  | 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.

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