

# Service Contract Submission Checklist

Method of Procurement	Version	Check	Required Documents	
<b>ABA Criteria</b>	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	
			Illegal Immigrant Certification	
			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
			Illegal Immigrant Certification	
Method of Procurement	Version	Check	Required Documents	
<b>Competitive Bid Invitation for Bid</b>	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	
			Illegal Immigrant Certification	
			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
				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	<input type="checkbox"/>	Services Contract (SRV-1)
		<input type="checkbox"/>	Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)
		<input type="checkbox"/>	*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)
		<input type="checkbox"/>	Contract and Grant Disclosure Form
		<input type="checkbox"/>	Illegal Immigrant Certification
		<input type="checkbox"/>	Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)
	Amendment	<input type="checkbox"/>	Amendment to Services Contract (SRV-1A)
		<input type="checkbox"/>	Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	Contract and Grant Disclosure Form
<input type="checkbox"/>		Illegal Immigrant Certification	
Method of Procurement	Version	Check	Required Documents
<b>Intergovernmental</b>	New	<input type="checkbox"/>	Services Contract (SRV-1)
		<input type="checkbox"/>	Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	Screenshot of Purchase Requisition Approval Report (Transaction: ZMM8_EXTN)
		<input type="checkbox"/>	*IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	*Solicitations/Purchases Initial Contract Amount > \$2,000,000 (requires Governor's Office review)
		<input type="checkbox"/>	Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)
	Amendment	<input type="checkbox"/>	Amendment to Services Contract (SRV-1A)
		<input type="checkbox"/>	Contract Review Memo IT related Total Projected Cost ≥\$100,000 (requires Department of Information System Review)
		<input type="checkbox"/>	Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)
		<input type="checkbox"/>	Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)

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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) (PCS Contracts Only)	
			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) (PCS Contracts Only)	
	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) (PCS Contracts Only)	
			Special Procurement Memo/Letter	
			Special Procurement Approval (College & Universities-approval by designated authority above the level of an APO)	
		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
			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

<b>Sole Source Justification</b>		Illegal Immigrant Certification
		Equal Employment Opportunity Policy (EEO) (PCS Contracts Only)
		Sole Source Justification Letter (must address law)
		Sole Source Approval by OSP (colleges & universities-approval by designated authority above the level of an APO)
	<b>Amendment</b>	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.