



Commitment Checklist by Procurement Threshold

Project Name: _____

Under \$20K Excluding NMGR Items of Tangible Personal Property, Construction or General Services
<input type="checkbox"/> District's Scope of Work/Request for Quote <input type="checkbox"/> Valid, TWO written quotes/proposals <input type="checkbox"/> Designated District Chief Procurement Officer Determination <input type="checkbox"/> Certificate of Insurance (COI) w/PSFA as additional insured & subrogation Waived <input type="checkbox"/> District Purchase Order <input type="checkbox"/> W-9 (if not on file)

Exceeds \$20K and Up to \$60K Excluding NMGR (Items of tangible Personal Property, Construction or General Services)
<input type="checkbox"/> District's Scope of Work/Request for Quote <input type="checkbox"/> Valid, THREE written quotes/proposals <input type="checkbox"/> Agreement Part A and B, (Construction/Design Professional) <input type="checkbox"/> Agreement (Services) <input type="checkbox"/> Designated District Chief Procurement Officer Determination <input type="checkbox"/> Certificate of Insurance (COI) w/PSFA as additional insured & subrogation Waived <input type="checkbox"/> Payment & Performance Bonds and Dual Oblige Rider (Construction \$25K & Over) <input type="checkbox"/> Agents Affidavit (Construction \$25K & Over) <input type="checkbox"/> Power of Attorney (Construction \$25K & Over) <input type="checkbox"/> Wage Rate Determination (Construction if \$60k) <input type="checkbox"/> District Purchase Order <input type="checkbox"/> W-9 (if not on file)

Professional Services Not to exceed \$60K Excluding NMGR (DOES NOT Include Design or Survey)
<input type="checkbox"/> District's Scope of Work and or Request for Quote <input type="checkbox"/> Valid, ONE written quote/proposal <input type="checkbox"/> Agreement (Services) <input type="checkbox"/> Designated District Chief Procurement Officer Determination <input type="checkbox"/> Certificate of Insurance (COI) w/PSFA as additional insured & subrogation Waived <input type="checkbox"/> District Purchase Order <input type="checkbox"/> W-9 (if not on file)

Cooperative/Other Government Price Agreements (i.e. CES, District, Statewide, GSA)
<input type="checkbox"/> District's Scope of Work/Request for Quote with CES Contract or SWPA Number <input type="checkbox"/> Valid, written quote/proposal referencing Cooperative Contract Number <input type="checkbox"/> Screen Print of Price Agreement to display, vendor, agreement # and term dates <input type="checkbox"/> Multi-Use non DP Agreement (Services) <input type="checkbox"/> Multi-Use Agreement Part A and B (Construction or DP) <input type="checkbox"/> Designated District Chief Procurement Officer Determination <input type="checkbox"/> Certificate of Insurance (COI) w/PSFA as additional insured & subrogation Waived <input type="checkbox"/> Payment & Performance Bonds and Dual Oblige rider (Construction \$25K & Over) <input type="checkbox"/> Agents Affidavit (Construction \$25K & Over) <input type="checkbox"/> Power of Attorney (Construction \$25K & Over) <input type="checkbox"/> Wage Rate Determination (Construction \$60k & Over) <input type="checkbox"/> District Purchase Order referencing Cooperative Contract Number <input type="checkbox"/> W-9 (if not on file)

Request for Proposals (RFP) (Professional Services - Design/Construction) Exceeds 60K Excluding NMGR
<input type="checkbox"/> Approved and Issued RFP <input type="checkbox"/> All Issued Addenda <input type="checkbox"/> Legal Notice <input type="checkbox"/> RFP Legal Advertisement Affidavit (Proof of publication) <input type="checkbox"/> Designated District Chief Procurement Officer Determination <input type="checkbox"/> Successful Offeror's Technical Proposal Response <input type="checkbox"/> Successful Offeror's Bid Form and/or Price Proposal (Not Required for DP RFP) <input type="checkbox"/> Agreement Part A and B, (Construction or DP) <input type="checkbox"/> Agreement Professional Services (When NOT Construction/Design Professional) <input type="checkbox"/> Bid Bond (Construction) <input type="checkbox"/> Evaluation Committee Scoring Report <input type="checkbox"/> Bid Tabulation Report (Not Required for DP RFP) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Board Agenda and Approval (Signed by School Board President indicating approval) with GC/DP Acknowledgement) <input type="checkbox"/> Certificate of Insurance (COI) w/PSFA as additional insured & subrogation Waived <input type="checkbox"/> Payment & Performance Bonds and Dual Oblige Rider (Construction) <input type="checkbox"/> Agent's Affidavit (Construction) <input type="checkbox"/> Power of Attorney (Construction) <input type="checkbox"/> Wage Rate Determination (Construction \$60k & Over) <input type="checkbox"/> District Purchase Order <input type="checkbox"/> W-9 (if not on file)