



Commitment Checklist by Procurement Threshold

Project Name: _____

Under \$20K Excluding NMGRIT Items of Tangible Personal Property, Construction, Services

- ☐ 1 - District's Scope of Work/Request for Quote
- ☐ 2 - Valid, written quote/proposal
- ☐ 3 - District Chief Procurement Officer Determination
- ☐ 4 - Certificate of Insurance (COI)
- ☐ 5 - District Purchase Order
- ☐ 6 - W-9 (if not on file)

Exceeds \$20K and Up to \$60K Excluding NMGRIT (Items of tangible Personal Property, Construction, Services)

- ☐ 1 - District's Scope of Work/Request for Quote
- ☐ 2 - Valid, THREE written quotes/proposals
- ☐ 3 - Agreement Part A and Part B, **(Construction/Design Professional)**
- ☐ 4 - Agreement (Consulting Services)
- ☐ 5 - District Chief Procurement Officer Determination
- ☐ 6 - Certificate of Insurance (COI)
- ☐ 7 - District Purchase Order
- ☐ 8 - W-9 (if not on file)
- ☐ 9 - Payment & Performance Bonds and Dual Oblige Rider **(Construction \$25K & Over)**
- ☐ 10 - Agents Affidavit **(Construction \$25K & Over)**
- ☐ 11 - Power of Attorney **(Construction \$25K & Over)**
- ☐ 12 - Wage Rate Determination **(Construction if \$60k)**

Professional Services Not to exceed \$60K Excluding NMGRIT (DOES NOT Include Design or Survey)

- ☐ 1 - District's Scope of Work and or Request for Quote
- ☐ 2 - Valid, THREE written quotes/proposals
- ☐ 3 - Agreement (Consulting Services)
- ☐ 4 - District Chief Procurement Officer Determination
- ☐ 5 - Certificate of Insurance (COI)
- ☐ 6 - District Purchase Order
- ☐ 7 - W-9 (if not on file)

Cooperative/Other Government Price Agreements (i.e. CES, District, Statewide, GSA)

- ☐ 1 - District's Scope of Work/Request for Quote with CES Contract or SWPA Number
- ☐ 2 - Valid, written quote/proposal with CES Contract or SWPA Number
- ☐ 3 - Screen Print of Price Agreement to display, vendor, agreement # and term dates **(If not PSFA, Statewide or CES contract)**
- ☐ 4 - Multi-Use Agreement (MUA) (Consulting Services)
- ☐ 5 - District Chief Procurement Officer Determination
- ☐ 6 - Certificate of Insurance (COI)
- ☐ 7 - District Purchase Order with CES Contract or SWPA Number
- ☐ 8 - W-9 (if not on file)
- ☐ 9 - Multi-Use Agreement (MUA) Part A & B **(Construction/Design Professional)**
- ☐ 10 - Payment & Performance Bonds and Dual Oblige rider **(Construction \$25K & Over)**
- ☐ 11 - Agents Affidavit **(Construction \$25K & Over)**
- ☐ 12 - Power of Attorney **(Construction \$25K & Over)**
- ☐ 13 - Wage Rate Determination **(Construction \$60k & Over)**

Request for Proposals (RFP) (Professional Services - Design/Construction) Exceeds 60K Excluding NMGRIT

- ☐ 1 - Approved and Issued RFP
- ☐ 2 - All Issued Addenda
- ☐ 3 - Legal Notice
- ☐ 4 - RFP Legal Advertisement Affidavit **(Proof of publication)**
- ☐ 5 - District Chief Procurement Officer Determination
- ☐ 6 - Successful Offeror's Technical Proposal Response
- ☐ 7 - Successful Offeror's Bid Form and/or Price Proposal **(Not Required for DP RFP)**
- ☐ 8 - Agreement Part A and Part B, **(Construction/Design Professional)**
- ☐ 9 - Multi-Use Agreement (MUA) Consulting Services **(When NOT Construction/Design Professional)**
- ☐ 10 - Evaluation Committee Scoring Report
- ☐ 11 - Notice of Award
- ☐ 12 - Board Agenda and Approval (Signed & dated by School Board President indicating approval with GC/DP Acknowledgement)
- ☐ 13 - Certificate of Insurance (COI)
- ☐ 14 - District Purchase Order
- ☐ 15 - W-9 (if not on file)
- ☐ 16 - Bid Bond **(Construction)**
- ☐ 17 - Bid Tabulation Report **(Construction)**
- ☐ 18 - Payment & Performance Bonds and Dual Oblige Rider **(Construction)**
- ☐ 19 - Agent's Affidavit **(Construction)**
- ☐ 20 - Power of Attorney **(Construction)**
- ☐ 21 - Wage Rate Determination **(Construction \$60k & Over)**