



## Commitment Checklist by Procurement Threshold

Project Name: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

- ☐ Approved and Issued RFP
- ☐ All Issued Addenda
- ☐ Legal Notice
- ☐ RFP Legal Advertisement Affidavit **(Proof of publication)**
- ☐ District Chief Procurement Officer Determination
- ☐ Successful Offeror's Technical Proposal Response
- ☐ Successful Offeror's Bid Form and/or Price Proposal **(Not Required for DP RFP)**
- ☐ Agreement Part A and Part B, **(Construction/Design Professional)**
- ☐ Agreement Professional Services **(When NOT Construction/Design Professional)**
- ☐ Bid Bond **(Construction)**
- ☐ Evaluation Committee Scoring Report
- ☐ Bid Tabulation Report **(Not Required for DP RFP)**
- ☐ Notice of Award
- ☐ Board Agenda and Approval (Letter from Superintendent and School Board President indicating approval) with GC Acknowledgement)
- ☐ Certificate of Insurance (COI)
- ☐ Payment & Performance Bonds and Dual Oblige Rider **(Construction)**
- ☐ Agent's Affidavit **(Construction)**
- ☐ Power of Attorney **(Construction)**
- ☐ Wage Rate Determination **(Construction \$60k & Over)**
- ☐ District Purchase Order
- ☐ W-9 (if not on file)