

CONTRACT PROCESS CHECKLIST

Vendor: _____ Contract Type: Standard/Interlocal Contract Amount _____
 _____ CETS # _____ Amendment Amount _____
 _____ Amendment # _____
 _____ Start Date _____ End Date _____

BOE \$50,000+ Yes / No
 Clerk \$2,000-\$49,999 Yes / No
 Agency \$0-\$1,999 Yes / No

Completed or N/A	Action
	Enter pending contract/amendment entry into Contract Log
	Board Approval
	Bid Solicitation (informal/formal/RFP)
	Sole Source Waiver
	Purchasing Extension Request
	Retroactive Memo Request
	TIN Request
	Budget Cost Proposal
	Payment Balance Log (for amendments)
	GFO \$0 Justification Letter (amendment to extend) / BOE Justification Letter (original non BOE contract now BOE)
	SOS Business License
	DAWN vendor detail
	Federal Debarred Vendor Listing or OIG
	Insurance (pertinent coverages and additional insured)
	Prepare Contract (complete contract and attachments single sided)
	Prepare Attachments:
	SOW
	Cost Breakdown
	Insurance Reqt's
	BAA
	RFP or Bid
	Contractor Proposal
	Exhibits (amendments)
	CETS Entry - Scan Attachments if pertinent (see line items 16-23)
	Route via email to Vendor (1) copy
	Route packet via email to DAG (1) copy
	Route packet via email to Fiscal for CETS approval
	Contract Manager CETS approval
	Route physical packet to GFO (3) copies (keep final copies for PEBP)
	Scheduled BOE Date
	BOE Agenda #
	Receive approved contract from GFO
	Route via email approved contract to vendor
	Scan executed CETS/contract to Shared Location
	Notify staff
	Create or amend Contract Payment Log - Link to Contract Summary
	Make or update contract binder