

General Information

Project Name: _____	Date: _____
Project Number: _____	Reviewer: _____
Agency/Div Code: _____	Contact No.: _____
Contract Amt: _____	No. of Qualifications Reviewed: _____
Alternates No. Proposed: _____	No. Selected: _____

Agency Documentation

1. B-1184 approval, if applicable
2. Project justification
3. Request for Qualifications (7555-01) and Transmittal Letter to Consultants (7555-02)
Including a scope of work, addenda, and specifications as applicable
4. Advertisements and solicitation
 - a. New York State Contract Reporter Advertisement (>\$50,000)
 - b. Proof of solicitation of at least five consultants No. Contacted: _____
 - c. Less than 2 qualifications explanation letter, if applicable
5. Recommendation of Award and Associated Documentation
 - a. Reasonableness of price justification
 - b. Campus pre-bid cost estimate
 - c. Short List Rating Forms (7555-03)
 - d. Short List Summary Form (7555-04)
 - e. Consultant References (7555-05)
 - f. Consultant Selection Rating Forms (7555-06)
 - g. Original qualifications of short-listed firms
 - h. Memo of Explanation for any rejected or withdrawn qualifications (including copies of the original submittal and letter of withdrawal), if applicable
 - i. Protests and campus response, if applicable
 - j. Copy of termination of negotiations letter with initial firm, if applicable
 - k. Letter of Intent (7555-08)
6. Procurement Lobbying
 - a. State University of New York Procurement Lobbying Law Record of Contact (Form D, Procedure 7552)
 - b. Governmental Entity Representation Concerning Compliance with State Finance Law §§139-j and 139-k (Procedure 7552)
7. Fully encumbered AC340 (note: not applicable to term/backdrop agreements)
8. Contract
 - a. One copy of original contract agreement
 - b. Vendor signature and notary acknowledgement
 - c. Authorized campus signature

Consultant Documentation



Construction-related Consultant Procurement Checklist

Form 7555-00

- 1. All other necessary clauses Procurement Lobbying: State Finance Law §§139-j and 139-k (>\$15,000)
 - a. Summary: Policy and Procedure of the State University of New York Relating to State Finance Law §§139-j and 139-k (Form A, Procedure 7552)
 - b. Vendor’s Affirmation of Understanding of and Agreement pursuant to State Finance Law §§139-j and 139-k (Form B, Procedure 7552)
 - c. Vendor’s Disclosure and Certification with respect to State Finance Law §§139-j and 139-k (Form C, Procedure 7552)
- 2. Omnibus Procurement Act Forms
 - a. Omnibus Procurement Act (Form I, Procedure 7553) (>\$1,000,000)
 - b. Omnibus Procurement Act (Form II, Procedure 7553) Out of state firms (>\$1,000,000)
 - c. Public Officers Law Form - Ownership of Controlling Interest (Form XIII, Procedure 7553) (applicable to all contracts)
- 3. Insurance (applicable to all contracts)
 - a. Certificate of Insurance and Insurance checklist (7555-09)
 - b. Certificate of Workers Compensation Insurance (as provided by insurance carrier or licensed NYS insurance agent; Form C-105.2 or U-26.3)
 - c. Certificate of Disability Benefits Insurance(as provided by insurance carrier or licensed NYS insurance agent; Form DB120.1)
- 4. Supplier Diversity – MWBE and SDVOB (>\$25,000)
 - a. Sub-consultant Staffing List (Form 7555-15, 16 or 17)
 - b. Consultant’s EEO Policy Statement (or Form 104, Procedure 7557)
- 5. Other Required Forms
 - a. New York State Vendor Responsibility Profile
 - b. New York State Vendor Responsibility Questionnaire - For Profit Business Entity; includes agency responsibility determination (required for contracts >\$100,000)
 - c. Subcontractor Vendor Responsibility Questionnaire (required for subcontracts >\$100,000)
 - d. State Consultant Services Reporting OSC Form A (>\$15,000)
 - e. Bidder’s Certifications (Form 7555-18, Procedure 7555)
 - i. NY Human Rights Law Executive Order 177 Certification
 - ii. NYS Finance Law 139-l Certification
 - iii. Non-collusive Bidding Certification

Notes
