



**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.  MWBE Compliance Checklist and associated documentation (Form 7557-120, Procedure 7557) (>\$25,000)
4.  Request for Qualifications (7555-01) and Transmittal Letter to Consultants (7555-02) Including a scope of work, addenda, and specifications as applicable
5.  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
6.  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, including any rejected qualifications
  - h.  Memo of Explanation for any rejected or withdrawn qualifications, if applicable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)
7.  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)
8.  Campus Procurement Certification (Form XV, Procedure 7553) (>\$250,000)
9.  Fully encumbered AC340
10. Contract
  - a.  Two copies of original contract agreement
  - b.  Vendor signature and notary acknowledgement
  - c.  Authorized campus signature
11. Contract Clauses
  - a.  Current Exhibit A & A-1
  - b.  Hold Harmless Clause Page No. \_\_\_\_\_
  - c.  Termination Clause Page No. \_\_\_\_\_
  - d.  Contract Period Clause Page No. \_\_\_\_\_
  - e.  Scope of Work and Deliverables

f.  All other necessary clauses

**Consultant Documentation**

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. Opportunities Programs – 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 Questionnaire - For Profit Business Entity; includes agency responsibility determination (form required for ≥\$100,000)
  - b.  Subcontractor Vendor Responsibility Questionnaire (required for subcontracts >\$100,000)
  - c.  State Consultant Services Reporting OSC Form A ( >\$15,000)

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