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| **PURCHASE ORDER CHECKLIST** |

**This form shall be completed by the Contract Officer prior to routing a request for approval.**

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| --- | --- |
| Contract Officer: |  |
| Project Manager: |  |
| Date submitted to Contract Officer: |  |

**Purchase Order Details**

|  |  |
| --- | --- |
| Vendor Name: |  |
| Brief description of goods/services: |  |
| OWP Number(s): |  |
| Requested Amount: | $ |

**For Purchase Order Amendments, complete the following and attach original PO and amendments.**

|  |  |
| --- | --- |
| PO Number: |  |
| Original PO Issuance Amount: | $ |
| Current PO Amount(original and all amendments): | $ |
| New PO Total (after approval of this amendment request) | $ |

**Procurement Method**

Attach completed Method of Procurement Selection (MOPS) form and required supporting documentation.

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| --- | --- |
| **Procurement Method** | **Required Supporting Documentation** |
| [ ]  Competitive Solicitation |
| [ ]  Invitation for Bid (IFB) | Solicitation email including specifications[[1]](#footnote-1), and at least 3 quotes |
| [ ]  Request for Proposal (RFP) | Solicitation email including specifications1, best value criteria, and at least 3 quotes  |
| [ ]  Another Agency Procurement |
| [ ]  Joint Procurement | Copy of solicitation and contract |
| [ ]  Purchasing Schedule | Completed Purchasing Schedule Worksheet with related documentation |
| [ ]  Assignment/Piggyback | Completed Piggyback Worksheet with related documentation |
| [ ]  Noncompetitive Solicitation |
| [ ]  Intergovernmental | Copy of underlying MOU or Agreement |
| [ ]  Sole Source | Completed Sole Source Justification |
|  |  |

**Basis of Award:**

[ ]  Award has been made to the lowest responsive and responsible bidder who conformed to all material terms and conditions of the solicitation. This is the required method for all IFBs.

[ ]  Award has been made to the responsible offeror whose proposal is most advantageous to AGENCY with price and other factors considered. The evaluation criteria used to score the proposals must be included in the solicitation. This is the required method for all RFPs.

**DOCUMENTATION TO REVIEW FOR PURCHASE ORDER REQUEST**

**Requisition**

[ ]  The correct procurement requisition form is utilized (Red Flag vs Director Delegated). Use Director Delegated unless any of the following statements are true, which will require the use of a Red Flag requisition:

* The procurement value exceeds $50,000 AND any of the OWP/CIPs listed on the requisition are designated with an “X” by GGA or KKA on the Red Flag/Director Delegated List.
* The procurement is a Sole Source of any amount (except Blanket Sole Source which is Director Delegated).
* Any of the OWP/CIPs listed on the requisition are not listed on the Red Flag/Director Delegated List (i.e. a new budget was set up during the fiscal year).

[ ]  If the Purchase Order is related to an existing contract or formal procurement, the contract or solicitation number is listed and the document is attached. Also verify the items/services being purchased are within the scope of the underlying contract/solicitation.

[ ]  If the purchase order needs to be retroactively dated, a signed Director's Memo is included.

[ ]  An 8 digit cost code has been provided for the CIP if the procurement is funded by a *TransNet* project beginning with a 12xxxxx or 13xxxxx.

[ ]  The procurement justification clearly explains the purpose and benefit of the procurement.

[ ]  An Independent Cost Estimate (ICE) amount is listed and attached.

[ ]  The PM made and documented an independent cost estimate containing a line item breakdown of each type of cost within the overall price before receipt of quotes.

[ ]  The quantity, unit of measure, description, unit cost, and extended cost fields are filled in accurately and correctly. Be sure the numbers are calculated correctly.

[ ]  If the procurement will be split among more than one OWP/CIP, a breakdown of costs per budget shall be listed.

[ ]  If this is a multi-year purchase against an OWP, the amount to be encumbered per fiscal year shall be listed.

[ ]  The attachments are checked and accurate.

[ ]  A Record of Negotiation (RON) is included in the attachments, where applicable.

[ ]  Funding source(s) are checked and accurate.

[ ]  A printout of the current budget book is attached as verification of funding sources in the fiscal year(s).

[ ]  A current IFAS report (less than 2 weeks old) is attached.

[ ]  Funds are available for the cost code indicated.

[ ]  If FTA or FHWA funds, the vendor has completed and submitted the required Federal forms.

[ ]  The vendor information is filled in and a copy of SB/DBE certification is attached if applicable.

[ ]  The vendor is not debarred. Attach a printout from the Federal System for Award Management (SAM) website (http://www.sam.gov) as well as the State of California DLSE website (http://www.dir.ca.gov/dlse/debar.html)

[ ]  The correct signature block is used (for Red Flag procurements, the Chief Deputy and Executive Director should have signature lines).

[ ]  The item(s) or service(s) being procured will not present a high risk to ANGECY if the item(s) fail to perform as expected or the service(s) are not performed in compliance with industry standards.

1. When it was impractical or uneconomical to make a clear and accurate description of the technical requirements, a ‘**brand name or equal**’ description must have been used as a means to define the performance or other salient characteristics of the procurement. The specific features of the named brand which must be met by offerors must have been clearly stated in the IFB/RFP. – FTA BPPM [↑](#footnote-ref-1)