

NO.	OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - CONTRACT DOCUMENT SUBMISSION GUIDE - NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - MAY 15, 2013	Competitive Bid (IFB)	Competitive Bid (RFP)	Single / Sole Source	Emergency	Amendment	Renewal
1	SFS - Single Transaction Summary - AC340-S with Intended Encumbrance, if applicable	X	X	X	X	X	X
2	Contract Agreement or Purchase Order	X	X	X	X	X	X
3	Prevailing Wage Rates, if applicable	X	X	X	X	X	
4	AG Approval, except P contracts and POs	X	X	X	X		
5	OFT PTP Approval, if applicable	X	X	X	X		
6	Civil Service Approval for Service with Individuals	X	X	X	X		
7	Procurement Record Checklist	X	X	X	X		
8	DOB 1184 Attachment A or B	X	X	X	X	X	X
9	Approved Contract Reporter Exemption Request, if applicable			X	X	X	X
10	Signed Declaration of Emergency				X		
11	Non-Approval Notice, if resubmission	X	X	X	X		
12	Contract Reporter Advertisement	X	X	X	X		
13	Preferred Source Documentation or Waiver if applicable	X	X				
14	Certified Bid Tabulation (or 3 quotes for Emergency)	X	X		X		
15	Solicitation List	X	X	X	X		
16	Mandatory letters of intent/mandatory pre-bid conference sign in sheet and transcript	X	X				
17	Cover Letter / Recommendation of Award	X	X	X	X	X	X
18	Non-award letters		X				
19	Original Awarded Bid	X	X				
20	Signed Vendor's Quote or Awarded Emergency Quote			X	X		
21	Bid Protests and Agency Response, if applicable	X	X	X	X		
22	Questions and Answers	X	X				
23	Any Proposer Correspondence (e.g. clarifications)	X	X	X	X	X	X
24	If less than 3 bids received: Canvass of No Replies	X	X				
25	If less than 3 bids received: Justification of Award with limited competition	X	X				
26	Price justification	X	X	X	X		
27	Price justification: Explanation of vendor selection and alternatives considered			X			
28	Price Justification for amendments and renewals if not specified in original agreement.					X	X
29	Price Lists, if applicable	X	X	X	X	X	X
30	Evaluation instrument, completed evaluation score sheets & evaluation summary	X	X				
31	All Original Cost Proposals, if applicable		X				
32	Any Rejected Original Bids/Proposal with Justification, if applicable	X	X		X		
33	Blank Solicitation Document (including appendices)	X	X		X		
34	Vendor Responsibility Profile	X	X	X	X	X	X
35	Vendor Responsibility Agency Profile and Certification	X	X	X	X	X	X
36	Vendor Responsibility Questionnaire if over \$100,000	X	X	X	X	X	X
37	Lobbying Law Vendor Affirmation	X	X	X	X		
38	Lobbying Law Vendor Disclosure	X	X	X	X		
39	Lobbying Law Vendor Certification	X	X	X	X		
40	Lobbying Law Termination Language	X	X	X	X		
41	OSC Governmental Entity Representation Form	X	X	X	X		
42	Sales & Compensating Use Tax Documentation: ST-220-CA	X	X	X	X		
43	Consultant Disclosure Form A and Form B Reporting Requirements	X	X	X	X		
	The ACORD form is not acceptable proof of Workers Compensation. For Items 44-49 for single or multiple awards, each awarded vendor would be required to submit 1 of items 44-46, and 1 of items 47-48 or item 49.						
44	Workers Compensation Coverage Form C-105.2 – Certificate of Workers' Compensation Insurance issued by private insurance carriers	X	X	X	X		X
45	Workers Compensation Coverage Form U-26.3 Certificate of Workers' Compensation Insurance issued by the State Insurance Fund	X	X	X	X		X
46	Workers Compensation Coverage Form SI-12 – Certificate of Workers' Compensation Self-Insurance; or Form GSI-105.2 Certificate of Participation in Workers' Compensation Group Self-Insurance	X	X	X	X		X
47	Disability Benefits Coverage Form DB-120.1- Certificate of Disability Benefits Insurance	X	X	X	X		X
48	Disability Benefits Coverage Form DB-155- Certificate of Disability Benefits Self-Insurance	X	X	X	X		X
49	WC/DB Exemption CE-200 – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage	X	X	X	X		X