

Procurement File Contents for Competitive Sealed Proposals Procurements

DESCRIPTION	CHECK (✓)
I- Advertising-	
a. Copy of Bid Board Notice	
b. Printout of EMM Solicitation	
c. List of Directly Solicited Vendors	
d. Copy of Notice to GOMA	
e. Printout of Website Posting	
II- RFP-	
a. Original Released RFP	
b. Final Copy of RFP with amendments;	
III- Determinations- PRG, Use of CSP, Multiple BAFOs;	
IV- Amendments- 1,2,3,etc.;	
V- Pre-Proposal Conference-	
a. Agenda	
b. Attendee list	
c. Summary or transcript;	
VI- Q&A- Copies of each Q&A published;	
VII- Oral Presentations/Discussions	
a. Oral Presentations	
i. Copy of Agenda	
ii. Copy of all material provided by Offeror	
iii. Attendee lists by vendor	
b. Written Discussions	
i. Written Communications (cure letters, response)	
VIII- Receipts/Openings-	
a. Register of Proposals	
b. PO Signed copies of Technical & Financial Proposal Receipts	
c. PO & Witness signed copies of Technical & Financial Proposal Openings	
IX- Evaluations-	
a. Individual evaluator records	
b. Signed evaluation committee member Summary of Evaluation	
X- Award-	
a. Copy of recommendation for award to Secretary with Secretary approval	
b. BPW agenda item if appropriate.	
c. Printout of EMM Award Notice	
XI- Contract-	
a. Copy of signed contract	
b. contract affidavit	
c. living wage affidavit	
d. MBE including the Outreach Efforts Compliance Statement and the Participation Statement for each MBE subcontractor	
e. any other applicable affidavits, modifications, renewals, etc;	

DESCRIPTION	CHECK (✓)
XII- Protest- (If applicable) Documentation associated with protest communication, ie. Protest letter, response, correspondence with MSBCA, MSBCA appeal decision, etc;	
XIII- Offeror Technical/Financial Proposals-	
a. Filed in alphabetical order.	
b. Offers submitted to include by Offeror: Technical Proposals, Financial Proposals of qualified Offerors, related correspondence and BAFO documents (Include the Secretary's approval if more than 1 BAFO was requested);	
c. If Offeror is rejected, record of the return of unopened financials.	
d. If financials not returned, unopened document remains part of files.	
XIV- Kickoff Meeting –	
a. Copy of Agenda	
b. Copy of NTP letter	
c. Other relevant documents	
XV- Procurement Officer Performance Letters During Contract Term	
XVI- CD with all E-files including above categories and all e-mails associated with the procurement	
XVII - (If Applicable) Evaluator Documents	
a. Signed copy of the Appointment Letter from the Procurement Officer for each member of the evaluation committee	
b. Signed copy of the Acceptance of Appointment and Pledge of Impartiality form for each member of the evaluation committee	
c. Signed copies of Non-disclosure of Confidential Information of offerors form for each member of the evaluation committee or any person providing technical assistance to the evaluation committee with access to such information	