

**Office of Operations
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Partners in Excellence
IFB/RFP Documentation Guide Tips

Tyler Ahlborn, Debbie Boettner, Dave Burmaster and Erin Datri



Office of the New York State Comptroller
Thomas P. DiNapoli, Comptroller

Office of Operations

John Traylor, Executive Deputy Comptroller

Division of Contracts and Expenditures

Margaret Becker, Deputy Comptroller

Charlotte Breeyear, Director, Bureau of Contracts

SUMMARY AND DOCUMENTATION, PT. 1

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
1	SFS –Single Transaction Summary (STS); or AC340-S	X	X	X	X	X	X
2	Non-Approval Notice, if Resubmission	X	X	X	X	X	X
3	Approved Contract Reporter Exemption Request, if applicable			X	X	X	
4	Signed Declaration of Emergency				X		
5	DOB 1184 Attachment A or B	X	X	X	X	X	X
6	ITS PTP Approval, if applicable	X	X	X	X	X	
7	Preferred Source Documentation or Waiver, if applicable	X	X	X	X	X	
8	Procurement Record Checklist	X	X	X	X		



Effective as of 11/24/2015

SUMMARY AND DOCUMENTATION, PT. 2

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
9	Cover Letter / Recommendation of Award	X	X	X	X	X	X
10	Bid Protests and Agency Response, if applicable	X	X	X	X	X	
11	Memo / Justification for Rejecting Bids or Proposals	X	X				
12	Assisted Buy Desk Approval, if applicable	X	X	X			



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VENDOR RESPONSIBILITY

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
13	Vendor Responsibility Profile	X	X	X	X	X	X
14	Vendor Responsibility Questionnaire (VRQ) if over \$100,000.	X	X	X	X	X	X
<p>For Items 15 – 17, for single or multiple awards, each awarded vendor would be required to submit 1 of item 15 and 1 of item 16, or item 17. The ACORD form is not acceptable proof of Workers Compensation. Proof is required for all new agreements and anytime a term is being extended.</p>							
15	Workers Compensation Coverage Form C-105.2; U-26.3; SI-12; or GSI-105.2	X	X	X	X		X
16	Disability Benefits Coverage Form DB-120.1 or DB-155, Certificate of Disability Benefits Insurance	X	X	X	X		X
17	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



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CONTRACT REPORTER AND SOLICITATION DOCUMENT

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
18	Contract Reporter Advertisement	X	X	X	X		
19	Blank Solicitation Document (including appendices); Questions & Answers; and Addendums, if applicable.	X	X				
	A. Prevailing Rate Case number, if applicable	X	X	X	X	X	



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EVALUATION INSTRUMENT

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
20	Evaluation Instrument, Completed Evaluation Score Sheets & Evaluation Summary	X	X				



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“THE BIDDER POOL”

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
21	Certified Bid Tabulation (or 3 quotes for Emergency)	X	X				
22	Solicitation List / Bidders List	X	X	X	X		
23	Mandatory Letters of Intent	X	X				



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LIMITED COMPETITION AND PRICE REASONABLENESS

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
24	Mandatory Pre-bid Conference and/or Site Visit Sign-In Sheet, transcript and items presented or distributed, if applicable	X	X		X		
25	If less than 3 bids received: Canvass of No Replies and Vendor Responses	X	X				
26	If less than 3 bid received: Justification of Award with limited competition	X	X				
27	Price Justification	X	X	X	X		
28	Price Justification: Explanation of vendor selection and alternatives considered, for Single or Sole Source Awards			X			
29	Price Justification for amendments and renewals if not specified if original agreement					X	X



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BIDS/PROPOSALS AND EVALUATION CORRESPONDENCE

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
30	Original Signed Awarded Bid / Original Signed Technical Proposal	X	X				
31	All Original Cost Proposals, if applicable		X				
32	Signed Vendor's Quote or Awarded Emergency Quote			X	X		
33	Price Lists, if applicable	X	X	X	X	X	X
34	Any Proposer Correspondence (e.g. clarifications)	X	X	X	X	X	X
35	Any Rejected Original Bids/ Proposal with Justification, if applicable	X	X		X		
36	Non-award Letters		X				



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“THE AGREEMENT”

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
37	Contract Agreement or Amendment and additional signature pages required	X	X	X	X	X	X
	A. AG Approval, except P contracts and OP Transactions	X	X	X	X	X	
	B. Civil Service Approval for Service with Individuals	X	X	X	X		
	C. Most Current Appendix A	X	X	X	X	X	
	D. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable	X	X	X	X		



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PROCUREMENT LOBBYING ACT AND TAX LAW REQUIREMENTS

No	Submission Guide Item	IFB	RFP	Single/ Sole Source	Emergency	Amendment / Any Change Not Contemplated in the Original	Renewal
38	Lobbying Law Vendor Affirmation	X	X	X	X	X	
39	Lobbying Law Vendor Disclosure	X	X	X	X	X	
40	Lobbying Law Vendor Certification	X	X	X	X	X	
41	OSC Governmental Entity Representation Form	X	X	X	X	X	
42	Lobbying Law Termination Language	X	X	X	X	X	
43	Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable	X	X	X	X	X	X



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QUESTIONS?

