

Chapter 13

PURCHASE ORDER AND CONTRACT PROCUREMENT FILES

File Retention - Contract files must be retained for the length of time required in the Department's **Records Retention Schedule**, pursuant to **Procedure No. 050-020-025, Records Management**. According to the most recent retention schedule all non-capital competitive solicitation files shall be kept for five (5) fiscal years. Purchase Orders, Requisitions, and other backup needed shall be kept for five (5) fiscal years. It is recommended that general office files, all procurement records and Purchase Order files be kept in the Procurement Unit for three (3) years or in the MFMP system, as applicable.

13.1 PURCHASE ORDER FILES

The Procurement Unit will maintain a numeric file of Purchase Orders with the related Requisitions and all pertinent documentation of the procurement, contracting, and administrative phases attached or referenced in a related procurement file or the MFMP system, as applicable. The purchase order documentation must contain copies of all appropriate approvals (IRR forms, ARR forms, approved encumbrance, advance pay, etc.), justifications (reasonable determination, etc.), change order requests, Notice to Proceed (when applicable) and, at a minimum, the following:

- (a) If procured with informal quotes/proposals, a copy of all quotes/proposals received or a statement as to why only a single quote with the selection documentation.
- (b) If procured as a single source, a copy of appropriate approvals, no conflict of interest form, cost analysis (if applicable), evidence of any required posting(s), and documentation of all negotiations.
- (c) If procured as an emergency, a copy of the Declaration of Emergency, procurement process, and negotiations.
- (d) If procured as an exempt commodity/service, documentation of the procurement process, and negotiations.
- (e) If procured as a formal ITB, RFP, or ITN, the purchase order or MFMP Contract file must reference the related Procurement File.
- (f) If in excess of Category Two (currently \$35,000), a completed **Form 375-030-91, Vendor Eligibility Check Prior to Contract Award**.

13.2 CONTRACT PROCUREMENT FILES

The Procurement Unit will maintain files pertaining to the competitive solicitation (ITB/RFP/ITN) of commodities/services which include the following documentation at a

minimum:

- (a) A copy of the advertisement.
- (b) Vendor list.
- (c) ITB/RFP/ITN package (including addenda).
- (d) Approvals (if applicable).
- (e) Exceptions (if applicable).
- (f) Specifications/scope of services.
- (g) Addenda and Questions & Answers.
- (h) All bids/proposals received from vendors.
- (i) Log of bids/proposals received or envelopes with time/date stamp.
- (j) Bid/proposal tabulation.
- (k) Vendor sign-in sheet.
- (l) Evaluation of bids/proposals.
- (m) Determination and notice of intended award with posting period noted.
- (n) Public records, public meeting minutes and recordings of negotiation sessions.
- (o) Conflict of Interest forms, .
- (p) If procured as a formal RFP or ITN, the written justification for the procurement method utilized in accordance with **Chapter 5, Section 513.1(b) and (c)** of this Manual.

13.3 GENERAL OFFICE FILES

It is recommended the following files be maintained:

- (a) General correspondence files on a yearly basis.
- (b) Exceptional purchase file (exceptions and single source) on a current basis.
- (c) Department memoranda on a yearly basis.

13.4 SIGNATURE AUTHORIZATION FILE

Maintain an updated list of authorized personnel to approve:

- (a) Requisitions.
- (b) Purchase Orders.

- (c) Written Agreements.
- (d) Single Source Authorizations.