

## Chapter 8

# ATTACHMENTS TO PROCUREMENT REQUISITIONS

### 8.0 SUPPORTING DOCUMENTATION

#### 8.1 CONFIDENTIAL INFORMATION

The Requester shall review and redact all confidential information from supporting documentation prior to attaching in a MFMP Requisition. If confidential information was included in the supporting documentation and redacted, the Requester shall maintain the original document in a confidential paper file.

#### 8.2 DETAILED SPECIFICATIONS OR SCOPE OF SERVICES

It is the responsibility of the Requester to prepare detailed and complete specifications, description, and/or scope of services for the items and/or services requested. The Procurement Unit will provide assistance, if needed. All specifications will be reviewed by the Procurement Unit for clarity, accuracy, and to assure that competitive procurement requirements are followed.

Commodity descriptions containing brand names must be followed by either the phrase "or approved equivalent," or "No Substitutions." If "No Substitutions" is stated on the Requisition, justification should accompany the Requisition as either a comment or an attachment. The exception will be single source items which must be accompanied by a justification for single source procurement (see **Section 8.4**, below).

**8.2.1 Guidelines for Developing Specifications and Scope of Services:** See the Procurement Office Web site for "**Reference Guidelines**" that provide detailed information on the "**Development of Specification**" and "**Scope Development Guidelines**".

#### 8.3 INFORMAL QUOTES/BIDS/PROPOSALS

Vendor quotes/proposals should be obtained by the Requester and maintained in the Pcard file or submitted as an attachment to the MFMP Requisition. Quotes from MBEs should be solicited in accordance with current Department policy. A copy of all quotes/proposals received must be maintained in the Pcard file, attached to and submitted with the Requisition in MFMP or maintained in the procurement file.

#### 8.4 SINGLE SOURCE JUSTIFICATION

A **Single Source Justification** is a written explanation prepared by the requesting office and signed by the office manager explaining why the requested

commodity/service is available only through a single source provider in lieu of pursuing the competitive bid/proposal process. All required single source documentation and evidence of posting shall be attached to the related Requisition(s) in MFMP.

### **8.5 DMS STATE TERM CONTRACTS**

The DMS State Term Contract pricing sheet/pricing information should be maintained in the Pcard file or attached to and submitted with the MFMP Requisition. It is not necessary to provide the Procurement Unit with a copy of the complete contract. Requesters may issue an RFQ (must use if directed to in the state term contract) to the Vendors on a particular DMS State Term Contract to obtain written pricing or services information about the commodities or contractual services available on that DMS State Term Contract. The purpose of issuing an RFQ to Vendors on a specific DMS State Term Contract is to determine whether those Vendors will provide a more favorable price, term, or condition to the Department than what is provided in the state term contract. For DMS State Term Contracts with multiple Vendors, the RFQ is a tool to provide a current, competitive price. See **Chapter 5, Section 5.5.3** for more information about RFQs.

For **Information Technology (IT) services** that are procured under a DMS State Term Contract, the Requester must solicit quotes or proposals in accordance with the RFQ requirements stated in the contract. For other (non-IT) DMS State Term Contracts for services that do not have specific RFQ requirements, at least 2 quotes or proposals are recommended.

### **8.6 CONTRACT ATTESTATION**

In accordance with DMS State Purchasing Memorandum No. 01 (2013-2014), and effective October 1, 2013, any contract (including Purchase Orders) that will result in anticipated expenditures of \$1 million dollars or more during the term of the contract must include a completed **Contract Attestation Checklist, Form 375-040-34** and an executed **Contract Attestation, Form 375-040-35** as an attachment to the contract document prior to contract execution.

### **8.7 VENDOR ELIGIBILITY**

When the P.O. will exceed the threshold amount for Category Two (currently \$35,000), **Form 375-030-91, Vendor Eligibility Check Prior to Contract Award, should be completed and attached to the Requisition in MFMP prior to contract execution.**