



- I. Purpose To provide a program procedure for all Contract Case Files to be reviewed throughout their development for accuracy and completeness at certain milestone points.
- II. Scope The goal of this program is for the Purchasing Manager to review on a random sample basis the Contract Case Files to assure the highest quality of work product.
 Although, a review of each milestone point is ideal, it may not occur on every file at that specific point; however, a final Post-Award review shall be performed on a random sample basis on Contract Case Files, and the entire file will be reviewed for all items required of Solicitation Development, During Solicitation, as well as, Pre-Award and Post-Award.

III. Responsibility

The Purchasing Agent is responsible to have the Contract Case File submitted to the Purchasing Manager within 2 business days after requested at a period in time in which all processes should be complete including issuance of the purchase order and/or agreement; within 2 business days after requested during the Contract Case File development to the Purchasing Manager within 2 business days after requested.

The Purchasing Agent is responsible to assure the Contract Case File is kept current with appropriate documentation communications and Web Page Postings, and utilize the two key checklists for Contract Case File Quality Assurance "Checklist for Invitation to Bid/Request for Proposal (ITB/RFP) "Form OF0015 and "Checklist for Pre-Award/Post-Award Compliance" Form OF0025A.

Deficiencies in any Contract Case File will be discussed with the Purchasing Supervisor who will initiate the appropriate corrective action, and assure resubmittal of the Contract Case File within 5 business days until such corrective action warrants sign off by the Purchasing Manager.

The Purchasing Manager will brief the Purchasing Supervisors required on the overall condition of the Contract Case Files. Their discussions will identify specific problems, or reoccurring problems from which they will provide direction, training and/or remediation as necessary to repair the affected Contract files and develop plans (training/retraining/remediation) to reduce these deficiencies on "in process" and future Contract Case Files.



Milestone Points and Action Required:

Solicitation Development – When received after requested for review the Purchasing Manager will review in accordance with “Checklist for Invitation to Bid/Request for Proposal (ITB/RFP)” Form OF0015, bidders list and related draft components (i.e. Risk Management Guidelines, Department Scope of Work, Legal Ad, etc.) Board and Web Page Posting.

The Contract Case File shall be delivered to the Purchasing Manager within 2 (two) business days after requested.

During Solicitation – When received after requested for review the Purchasing Manager will review the solicitation process. Meeting notices, minutes, addenda, (posted and sent) and related communications.

The Contract Case File shall be delivered to the Purchasing Manager within 2 (two) business after requested.

Pre-Award – When received after requested for review the Purchasing Manager will review in accordance with “Checklist for Pre-Award/Post-Award Compliance” Form OF0025A. Review meeting notices and minutes, determination/recommendation for award, related communications, recommendation placed in Purchasing Manager’s book, board and Web Page Posting.

The Contract Case file shall be delivered to the Purchasing Manager within 2 (two) business days after requested.

Post-Award – When received after requested for review the Purchasing Manager shall review in accordance with “Checklist for Pre-Award/Post-Award Compliance” Form OF0025A. Board and Web Page Posting, certification of award, bonding insurance and other compliance items, contract/P.O. issuance, issue Notice to Proceed, and related communications.

The Contract Case File shall be delivered to the Purchasing Manager within 2 business days after requested at a period in time in which all processes should be complete including issuance of the purchase order and/or agreement.

Note: Post-Award also includes reviewing contract addenda, amendments and assignments as required. The Contract Case file shall be delivered to the Purchasing Manager within 2 business days after requested.