

## **CREATING THE PAPER TRAIL** (May 2005)

**2614**

It is absolutely essential to maintain good records and information relating to the decisions made during the initial planning phase. This is the beginning of establishing the paper trail that should continue throughout the procurement process from the **purchaser's** request through contract conclusion and closure

## **DOCUMENTING THE DECISIONS** (May 2005)

**2614.1**

As previously stated, planning the purchasing activity begins as soon as the **purchaser** has identified a need.

**Purchasers** should develop a strategy of how the procurement activity will be accomplished and document the rationale of what led to the decision.

## **PROVIDE THE BASIS OF THE DECISIONS** (May 2005)

**2614.1.1**

**Purchasers** shall also describe how competition will be sought, promoted and sustained throughout the course of the purchasing activity. If open competition is not the method of choice, document the basis of the decision.

## **DEGREE OF DETAIL** (May 2005)

**2614.1.2**

The degree of documentation detail is determined by the cost, risk, complexity and criticality of the purchasing activity.

### Example:

If the selection of the purchase approach was dictated by time constraints, then appropriate notations in the procurement file should be made.

In simple terms, **purchasers** should maintain a diary of the events and decisions that lead up to and complete the purchase transaction, providing a timeline and history of the actions and decisions made throughout the procurement **process**.

## **TAKE NOTES** (May 2005)

**2614.1.3**

**Purchasers** should make notations of meetings held and decisions made, and create a phone log to record phone conversations impacting the procurement effort.

Consistent, high quality file documentation helps the transaction to be easily understood by a reader who is unfamiliar with it and makes documents easy to locate.

[Click](#) here to access a sample discussion note form.

## **END RESULT IS A PUBLIC RECORD**

**2614.1.4**

(May 2005)

**Purchasers** should create and maintain their procurement records keeping in mind that the procurement file may become part of a response to a public record request. Consequently, avoid typos, scratch outs, and personal notations not relevant to the procurement.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)