

File Documentation (2600 HB)

(May 2005)

Non-IT Goods Transactions – Non-Competitive \$5,000.00 or less

Documenting Fair and Reasonable may include:

- Obtaining competitive price quotes and Bid/Quote Worksheet
- Established catalog/market pricing
- Prices set by law or regulation
- Historical comparison
- Cost evaluations (if performed)

Order of Appearance for documentation:

- Purchase Document:
 - Amendments to purchase document will be filed with most current amendment always on top. (If applicable)
 - Purchasing Authority Purchase Order (STD.65); or
 - Statement of Account with receipts (CAL-Card)
 - General Provisions (GSPD 401-Non-IT commodities) copy of, block checked or stamped statement
- Documentation as applicable to the awarded purchase document:
 - CAL FIRE – 170 Approval Authorization (if applicable)
 - SB/DVBE certification
 - Payee Data Record (STD.204)
 - CAL FIRE-13, Prior Approval Form
 - Vehicle Acquisition Request Form
 - Prison Industry Authority (PIA) Waiver Request
 - PIA Request for Modular Systems Furniture (MSF)
 - Surplus property Verification
 - All related correspondence, paper or electronic and written record of verbal conversations
- Post Award documentation:
 - Stock Received Report (STD.106)
 - Stock Return Report (STD.108) –
 - Supplier Performance Report –Optional
 - Letter of Acceptance – for non-IT goods when there is an acceptance testing provisions within the purchase
 - Any Correspondence

Non-IT Goods Transactions - Competitive (\$100.00 - \$25,000.00)

Order of Appearance for documentation:

- Purchase Document:
 - Amendments to purchase document will be filed with most current amendment always on top.
 - Purchasing Authority Purchase Order (STD.65) or
 - Statement of Account with receipts (CAL-Card)
 - General Provisions (GSPD 401-Non-IT commodities) copy of, block checked or stamped statement
- Documentation as applicable to the awarded purchase document:
 - CAL FIRE – 170 Approval Authorization (if applicable)
 - Contract Award Report (STD.16) (Over \$5,000.00)
 - SB/DVBE Certification
 - Payee Data Record (STD.204)
 - Procurement Summary (Optional)
 - Bid Quote Worksheet
 - Evaluation and Selection Report (if used)
 - Responses to Solicitation (Successful supplier response first, followed by unsuccessful supplier responses as listed on bid quote worksheet or evaluation and selection report). Each response should include any completed documentation as required by the solicitation's administrative requirements – (i.e.: STD.204, SM/DVBE certification, completed DVBE participation attachment, Recycled-Content certification etc. as applicable to the procurement.)
 - Bid List & Solicitation package and any addenda (when applicable):
 - Bid List – vendor name, address, phone, fax and contact person. Indication if supplier is small business, micro-business and/or disabled veteran owned business status. Solicitation document, identifying requirements/or specifications can be:
 - Request for Quote (RFQ)
 - Invitation for Bid (IFB)
 - Bidder instructions (GSPD-451)
 - Oral solicitations – if conducting a solicitation by telephone, the buyer writes a “script” of what the bid entails to create a level playing field. This script must be included within the procurement document file.
 - Vehicle Acquisition Request Form (Office of Fleet Administration)
 - Prison Industry Authority (PIA) Waiver Request (Prison Industry Authority)
 - PIA Request for Modular Systems Furniture (MSF) (Prison Industry Authority)

- Surplus property Verification
- All related correspondence (paper or electronic and written record of verbal conversations)
- Post Award documentation:
 - Stock Received Report (STD.106)
 - Stock Return Report (STD.108) –
 - Supplier Performance Report –Optional
 - Letter of Acceptance – for non-IT goods when there is an acceptance testing provisions within the purchase
 - Any Correspondence

Non – IT Goods Transactions - Non-Competitively Bid (NCB)

Order of Appearance for Documentation:

- Purchase Document:
 - Amendments to purchase document will be filed with most current amendment always on top
 - Purchasing Authority Purchase Order (STD.65) or
 - STD 66 to DGS/PD when purchase is over \$25,000
- NCB contract justification form (report to DGS/PAM on a quarterly basis on NCB contract purchase activity)
- Documentation as applicable to the awarded purchase document
 - Contract Award Report (STD.16) (Over \$5,000.00)
 - SB/DVBE Certification
 - Payee Data Record (STD.204)
 - CAL FIRE-13, Prior Approval Form
 - Vehicle Acquisition Request Form
 - Prison Industry Authority (PIA) Waiver Request
 - PIA Request for Modular Systems Furniture (MSF)
 - Surplus property Verification
 - All related correspondence, paper or electronic and written record of verbal conversations
- Post Award documentation:
 - Stock Received Report (STD.106)
 - Stock Return Report (STD.108) –
 - Supplier Performance Report –Optional
 - Letter of Acceptance – for non-IT goods when there is an acceptance testing provisions within the purchase
 - Any Correspondence

Leveraged Procurement Agreements (LPA) – Non-IT Goods

Dollar Threshold may vary in accordance with the LPA vehicle, CMAS, MA, SPS, SC, buyers need to refer to individual ordering instructions and current MM 03-10.

Order of Appearance for Documentation:

- Purchase Document:
 - Amendments to purchase document will be filed with most current amendment always on top.
 - Purchasing Authority Purchase Order (STD.65) or
 - Statement of Account with receipts (CAL-Card) if allowed by contract
- Documentation as applicable to the awarded purchase document:
 - CAL FIRE – 170 Approval Authorization
 - Contract Award Report (STD.16) (Over \$5,000.00)
 - SB/DVBE Certification
 - Payee Data Record (STD.204)
 - LPA contract cover page identifying the contract number and effective date.
 - All relevant contract pages supporting each item purchased and the price paid for all items ordered.
 - Notation with file identifying where the entire LPA contract is located. A complete contract includes the following components:
 - LPA contract cover page with contract terms
 - Contract language – terms and conditions (both California and Federal)
 - Ordering instructions
 - Products, services and price schedule
 - Supplements and/or attachments
 - Payee Data Record (STD.204)
 - Procurement Summary - Determining Best Value and Selection
 - Best Value Determination Worksheet (Recommend using DGS sample or department can develop their own.)
 - Master Agreement - Buyers need to review ordering instructions on individual master agreements and use any forms indicated within the contract terms and conditions.
 - Responses to Request for Offer (RFO):
 - Successful supplier response first, followed by unsuccessful supplier responses as listed on the Best Value

- Determination Worksheet or evaluation and selection report. Documentation can, dependent upon purchase transactions include the following:
 - LPA contract cover page w/ contract terms
 - Product, service and price schedule for the purchased goods and/or services
 - RFO Contractor List and RFO documentation
 - Contractor List - vendor name, address, phone, fax and contact person. Indication if supplier is small business, micro-business and/or disabled veteran owned business status.
 - Request for Offer as released and any addenda: Buyers using master agreements need to particular attention to ordering instructions within the contracts.
 - Pre-Request for Offer requirements or approvals (if applicable)
- CAL FIRE – 170 Approval Authorization
- Vehicle Acquisition Request Form
- Prison Industry Authority (PIA) Waiver Request
- PIA Request for Modular Systems Furniture (MSF) (Prison Industry Authority)
- Surplus property Verification
- All related correspondence, paper or electronic and written record of verbal conversations
- Post Award documentation:
 - Stock Received Report (STD.106)
 - Stock Return Report (STD.108) –
 - Supplier Performance Report –Optional
 - Letter of Acceptance – for non-IT goods when there is an acceptance testing provisions within the purchase
 - Any Correspondence

END