

**PROCUREMENT DIVISION**  
**NON-COMPETITIVE PROJECT CHECKLIST**  
***Piggyback, Bid-Waiver (BW), Sole Source (SS) and Special Procurements (SP)***

CONTRACT NAME: \_\_\_\_\_

Contract #: \_\_\_\_\_ (if applicable) Awarding Agency: \_\_\_\_\_ (if applicable)

Project Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**BEFORE SUBMITTING YOUR REQUEST, FOLLOW THE GUIDE BELOW TO SUBMIT DOCUMENTS  
OR INFORMATION FOR THE VARIOUS TYPES OF NON-COMPETITIVE PROCESSES**

1. Non-Competitive Justification Form (that applies to your request type) – **All Types**
2. Approved Funding Request Form (with all required signatures) – **All Types**
3. Copy of Award Documentation (Award Letter, Resolution, etc.) – **Piggyback**
4. Copy of Solicitation (ITB, RFP, RFQ, etc.) – **Piggyback**
5. Evaluation Documents (Tabulation Sheet, Evaluation Score sheets, etc.) – **Piggyback**
6. Copy of Firm's Proposal – **Piggyback**
7. Copy of Executed Contract – **Piggyback**
8. Market Research – supporting documentation for decision to use the non-competitive process – **All Types**
9. Price Proposal – **All Types**
10. Sole Source Letter on Supplier's Letterhead dated within last 6 months (if applicable) – **SS**
11. Specifications/ Scope of Work/ Description of Services/ Drawings – **BW, SS & SP**
12. Commencement Date / Projected Completion Date: \_\_\_\_\_ / \_\_\_\_\_
13. Living Wage Requirement:      YES      NO
14. Professional Service Agreement - PSA (if applicable) – **All Types** – **Procurement Determines**

FAILURE TO PROVIDE THE REQUESTED DOCUMENTS/ INFORMATION MAY RESULT IN A DELAY FOR THE APPROVAL AND RELEASE OF YOUR PROJECT.