

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

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

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

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

Phone #: \_\_\_\_\_

BEFORE SUBMITTING YOUR PROJECT, MAKE SURE YOU FOLLOW THE GUIDE BELOW TO SUBMIT DOCUMENTS OR INFORMATION FOR THE VARIOUS TYPES OF NON-COMPETITIVE PROCESSES...

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

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