

SRTA PROCUREMENT MANUAL

APPENDICES

1. Sole Source Approval Form
2. Procurement Requisition Form
3. Standard of Conduct Policy
4. Contractor's Statement of Experience and Financial Condition
5. Protest Procedures for Procurements
6. Recommendation for the Selection of a Contractor Memo Template
7. Evaluator (Consultant/Contractor Evaluation Committee) Guidelines
8. Declaration Concerning Conflicts for Evaluators
9. Sample - Cost Proposal
10. Method of Procurement Selection Form
11. Responsive Bidder/Proposer Checklist for RFP/RFQ
12. Bid Summary
13. Subconsultant List
14. U/DBE Information
 - 14a. Bidders List
 - 14b. Local Agency U/DBE Commitment Form
 - 14c. DBE/UDBE Information - Good Faith Efforts Form
 - 14d. Final Report - Utilization of U/DBE and SB, First-Tier Subconsultants
 - 14e. Final Report - Utilization of UDBE and Small Businesses, 1st Tier Subs
15. Solicitation Notification
16. Notice of Intent to Award
 - 16a. IFB Notice of Intent to Award
 - 16b. Notice of Intent to Award RFP's
17. Notice of Intent to Enter Negotiations with Another Proposer
18. Notice to Short-Listed Proposers

19. Notice to Proposers Not Making Short-List
20. Request for Cost Proposal
21. Post-Award Notice to Unsuccessful Proposers
22. Notice to Proceed
23. Independent Cost Estimate
 - 23a. Independent Cost Estimate (ICE) Justification for Small Procurements
 - 23b. Independent Cost Estimate (ICE) Justification for Project Specific/Regulated Rate Procurements
24. Independent Cost Estimate Scope of Work, Summary, and Staffing Plan
25. Limited Competition Approval Form
26. Procurement Closeout and Encumbrance Liquidation
 - 26a. Contracts, Task Orders and Job Orders - Close-Out Instructions
 - 26b. Consultant Performance Evaluation Tool
 - 26c. Final Report - Utilization of Underutilized/Disadvantaged Business Enterprises and Small Business, First-Tier Subconsultants
27. Record of Negotiation
28. On-Call Consultant Selection Form Sample
29. Purchasing Schedule Worksheet
30. Contract Payment Type Selection Form
31. DBE Complaint Procedures and DBE Complaint Process Description for Staff
32. Cost Analysis Form
33. Price Analysis
34. Credit Card Purchase Form
35. Micropurchase Justification Form
36. Limited Procurement Response Form
37. Cost Effectiveness/Public Interest Finding Form
38. Request for Major Construction Procurement Checklist