

## **Checklist for Submitting Contracts to TBR for Approval**

### Resulting from RFP:

- Contract Routing Form
- Contract Summary Sheet
- Original Contract
- Copy of intent to award letter
- Copy of bid/proposal analysis (cost and technical)
- Successful bidder/proposer's RFQ/RFP response
- Copy of Performance Bond/Certificate of Insurance (if applicable)
- Blank RFQ/RFP
- Bid Specifications Written Certification Form
- Any additional backup documentation you feel is applicable

### Non-Competitive Contracts:

- Contract Routing Form
- Contract Summary Sheet
- Non-Competitive Justification Form
- Sole source letter from contractor (if applicable)
- Original Contract
- Any additional backup documentation you feel is applicable

### Renewal of Existing Contracts:

- Contract Routing Form
- Contract Summary Sheet
- Original Renewal Agreement
- Copies of all other renewals/amendments (if applicable)
- Copy of the original contract
- Any additional backup documentation you feel is applicable

### Contracts Requiring Fiscal Review Approval:

- Contract Routing Form
- Contract Summary Sheet
- Non-Competitive Justification Form
- Sole source letter from contractor (if applicable)
- Fiscal Review Forms
- Letter from President/Director to Chancellor requesting approval
- Original Contract
- Any additional backup documentation you feel is applicable