

Department of Information Technology (DoIT)
Request for ITPO Approval of a New TORFP Agreement
Checklist

I. New Contract Submission Package (items must be provided):

1. Award recommendation letter. At a minimum, the letter shall provide the following:
 - a. Release date and closing date;
 - b. Number of proposals received;
 - c. Number of proposals that met minimum qualifications;
 - d. Technical ranking;
 - e. Financial ranking;
 - f. Overall ranking;
 - g. Justification of recommended Offeror / Bidder
2. Copy of the Task Order Agreement that clearly indicates the task order term and the not-to-exceed amount.
3. Copy of the email that released the TORFP.
4. Copy of the final Technical Proposal from the recommended Offeror.
5. Copy of the final Financial Proposal (actual price sheets only) from all Offerors.
6. The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule, if the contract includes MBE participation. If an MBE waiver was granted, provide a copy of the signed waiver document issued by the agency. Also provide a copy of the PRG, if the original MBE subcontracting participation goal was less than 25%.

Also, as applicable:

7. If a single proposal is received, provide a copy of the written determination that acceptance of the one proposal is appropriate. Include an explanation of why there was a poor response to the solicitation.
8. When a protest has been resolved, provide a copy of the protest letter and the procurement officer's response to the protest.