

Planner/Project Manager Capital Procurement Process Checklist

Task No.	Task Description	Instructions
<input type="checkbox"/> 1	Prepare Advertisement information.	
<input type="checkbox"/> 2	Create project in PRZM (required for PSC proposals to be uploaded).	<i>See new information for projects required to be in PRZM</i>
<input type="checkbox"/> 3	Create advertisement in Upside and obtain approval. UOCP&RES receives email for review and posting to IPHEC website.	
<input type="checkbox"/> 4	Prescreen proposals/Review bids received to verify minimum requirements are met for procurement (not an all-inclusive list of requirements):	<i>Refer to advertisement for PSCs and bid documents for Contractors for complete lists of required documents/information.</i>
<input type="checkbox"/> a.	Board of Elections Certificate.	
<input type="checkbox"/> b.	Verify that the proposer/bidder is in Good Standing with the Secretary of State.	
<input type="checkbox"/> c.	Verify that the Certifications and Statutory Requirements form is provided and signed.	<i>PSC may provide a single copy of the required forms in a sealed envelop to the Planner/PM listed on the advertisement.</i>
<input type="checkbox"/> d.	Verify that the Financial Disclosures and Potential Conflicts of Interest form(s) is provided and signed.	<i>Contractors provide the documents with their bids.</i>
<input type="checkbox"/> e.	Verify that proof of MBE/FBE/PBE certification is provided in an acceptable format.	<i>Refer to advertisement for requirements.</i>
<input type="checkbox"/> 5	Follow standard procedures for selection of PSC or confirmation of low bidder.	<i>Refer to QBS Policy.</i>
<input type="checkbox"/> 6	Review the Certifications and Statutory Requirements form and Financial Disclosures and Potential Conflicts of Interest form(s) for successful bidder/proposer using the review checklists.	
<input type="checkbox"/> a.	Name the file per the Electronic Document File Naming Convention.	
<input type="checkbox"/> 7	Email award information with Certifications and Statutory Requirements form, Financial Disclosures and Potential Conflicts of Interest form(s) and PPB COI determination letter (if applicable) attached to UOCP&RES for posting to the IPHEC Bulletin.	
<input type="checkbox"/> 8	Create contract in UPSIDE.	
<input type="checkbox"/> 9	Upload the following documents as attachments in UPSIDE:	
<input type="checkbox"/> a.	Attachment D (Page 2).	<i>PSC only.</i>
<input type="checkbox"/> b.	Signed Certifications and Statutory Requirements (scanned in item 6 above)	
<input type="checkbox"/> c.	Signed Financial Disclosures and Potential Conflicts of Interest (scanned in Item 6 above).	
<input type="checkbox"/> d.	Copy of PPB COI determination, if applicable.	
<input type="checkbox"/> e.	Prevailing wage information.	<i>Contractor only.</i>
<input type="checkbox"/> f.	Audit or IDOT letter if overhead rate exceeds 1.3.	<i>PSC only - refer to Scope and Fee Policy.</i>
<input type="checkbox"/> 10	Release contract into UPSIDE workflow for electronic approvals.	
<input type="checkbox"/> 11	Contract approvals received.	<i>Parallel approval paths.</i>

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<input type="checkbox"/> 12	30- day review waiver from PPB received.	<i>Parallel approval paths. Note: this PPB review is separate from the COI review.</i>
<input type="checkbox"/> 13	Print contract and route to Vendor for wet signature.	
<input type="checkbox"/> 14	Route contract for University signatures.	<i>If project is in PRZM, all documents attached via software by the vendor. Projects not in PRZM will require emailed documents from the vendor to the Project Manager or Planner and then when approved to UOCP&RES for posting to IPHEC Bulletin.</i> <i>Project SVS and CSV that do not have the required documentation provided and named correctly should be rejected with comments requiring the Vendor to provide the correct documentation for approval.</i> <i>In PRZM, for PSCs, approving the AE Fee Document will approve all subconsultants, documents and fees. For Contractors, the PM can reject those subcontractors that do not have to correct documentation and accept those that comply.</i>
<input type="checkbox"/> 15	Issue fully executed agreement to Vendor.	
<input type="checkbox"/> 16	Vendor provides documentation on all contracted subs within 15 calendar days of executing a subcontract.	
<input type="checkbox"/> 17	Use PSA Attachment D or Contractor's Schedule of Values to identify subcontractors (value over \$25,000 only) and as a checklist for required documents. Verify the following are provided and review forms using checklist:	
<input type="checkbox"/>	b. Copy of executed subcontract for each subcontractor.	
<input type="checkbox"/>	c. Signed Certifications and Statutory Requirements form for each subcontractor.	
<input type="checkbox"/>	d. Signed Financial Disclosures and Potential Conflicts of Interest forms for each subcontractor.	
<input type="checkbox"/>	e. Verify all documents follow the Electronic Document File Naming Convention.	
<input type="checkbox"/> 18	Approve PSC Fee Document or SVS and CSV in PRZM after confirming all documentation is provided.	
<input type="checkbox"/> 19	Vendor starts work.	
<input type="checkbox"/> 20	Any revisions to the prime or sub contractors require the above documentation be provided and posted to the IPHEC Bulletin.	

General Notes:

- A. Required subvendor documents that Vendor would attach in PRZM for University review and ultimately uploading to IPHEC website would be emailed to the PM by the Vendor if a project is not in PRZM.
- B. In either scenario (using PRZM or not), the Vendor must follow the file naming convention when providing electronic documents to the University.