



Required Documents before Submitting a Contract in Contracts+ - Capital Programs

As of 1/19/23

The documents listed below must be completed and sent to UOCP through a single email (inclusive of all documents listed- not sent in multiple emails) before submitting contracts into the internal review round in Contracts+. The following messages will be placed on the first page of the corresponding contracts as a reminder. Please delete the instruction page before submitting the contract in Contracts+ for review.

Contract Types

Design Contract Award

REMINDER: The following documents must be submitted as PDF for the PSC before contract review can begin. After document reviews are completed by UOCP, an Award posting on the Procurement Bulletin will be requested. A reminder that CEI Review and PPB Waiver will be issued no sooner than on the 15th calendar day after the Award has been published on the Bulletin.

- IPG Form A, Form B, or CPO Financial Disclosure Affidavit
- Required Procurement Posting Information
- BEP Utilization – All Submissions
- Conflict of Interest Review & Acceptance, if applicable
- PSP: Initial Evaluation Composite Form
- PSP: Professional Services Approval Request Form
- PSP: Approval Form to Negotiate with Recommended PSC From Discussion Meeting (Retainer Only)

Retainer Renewal Award (Notice of Exercise of Option Retainer Agreement)

REMINDER: The following documents must be submitted as PDF for the PSC before contract review can begin. After document reviews are completed by UOCP, an Award posting on the Procurement Bulletin will be requested. A reminder that CEI Review and PPB Waiver will be issued no sooner than on the 15th calendar day after the Award has been published on the Bulletin.

- IPG Form A or Form B (if vendor is disclosing updates to previously accepted documents). CCU to inform UOCP if vendor states they have no required updates/changes to submit.
- Conflict of Interest Review & Acceptance, if applicable
- Completed Procurement Policy Board (PPB) Questions for Retainer Contract Renewal document. Document to include CCU analysis of evaluations of the vendor's performance regarding any Retainer Work Orders completed as part of this Agreement (Letter Item 1.b.). Item 1.b shall also document actual percentages of Consultant and Subconsultant BEP/VBP participation used to date on any Retainer Work Orders completed as part of this Professional Services Retainer Agreement. Please also identify the originally PSC proposed team percentages identified in Attachment D - PSC/Subconsultant Work Summary of their Professional Services Retainer Agreement and compare the average BEP/VBP participation to the original



proposed team percentages. If work was completed by the Retainer and if this average BEP/VBP participation does not meet or exceed the original proposed team percentages identify how these values will be increased through a corrective action plan or do not renew. Office for Procurement Diversity (OPD) will review the corrective action plan or non-renewal request and provide concurrence.

Construction Contract Award

REMINDER: The following documents must be submitted as PDF unless otherwise noted for each Division of Work before contract review can begin. After document reviews are completed by UOCP, an Award posting on the Procurement Bulletin will be requested. A reminder that CEI Review and PPB Waiver will be issued no sooner than on the 15th calendar day after the Award has been published on the Bulletin.

- IPG Form A, Form B, or CPO Financial Disclosure Affidavit
- Bid Tabs for each Division of Work in Excel
- Attachment B for each Division of Work
- Signed Bid Tab
- Bid Award Summary for each division of work
- PSC Bid Evaluation/Recommendation Letter
- Conflict of Interest Review & Acceptance, if applicable
- One Bid Justification(s) and Request for Approval, if applicable

Front End Documents

REMINDER: If Liquidated Damages (LD) is to be implemented, the following documents must be submitted and reviewed prior to Contracts+ review of Front End Documents (FED).

- LD Worksheet
- LD justification statement for the FEDs (unique to the project)
- Legal review of LD Worksheet and LD justification statement