

# Professional Services Processing Checklist

## Project Data

PROJECT NAME	WO #
DESCRIPTION OF PROPOSED CONTRACT	

## Directors Office Approval

Professional Services Authorization Form approved & copy attached.

YES  NO 1

## Federal Policy Compliance

Are Federal Funds going to be used for this Contract or any related project activities...

YES  NO 2

IF YES; What are the proposed DBE % Usage Goals...

 3

## Solicitation / Advertisement

Is this RFQ/RFP going to be issued by Advertisement...

YES  NO 4

IF YES; Will be advertised in the Press Enterprise...

YES  NO 5

Will be advertised in the Desert Sun...

YES  NO 6

IF NO; Provide a list of the companies expected to receive solicitations to bid.

COMPANY	ADDRESS

7  
8  
9  
10  
11

## Financial Details

What is the projected cost/budget for this Contract/PO?

 12

## Processing Options

Sole Source - TLMA Agency Buyer (< \$25,000)

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Sole Source - Board of Supervisors (≥ \$25,000)

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Competitively Bid - Purchasing Department (< \$100,000)

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Competitively Bid - Board of Supervisors (≥ \$100,000)

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## RFQ/RFP/Contract Inclusions

Pre-Qualification Vendor Information form included in RFQ/RFP.

YES  NO 17

Local preference clause included in RFQ/RFP.

YES  NO 18

Contract includes M/W/DVBE promotional clause.

YES  NO 19

## Recommended for Approval

This package is recommend for Approval...

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## Purchasing Department Notification (completed by TLMA Agency Buyer)

Notice of pending Contract sent to Purchasing Department on.

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Are the firms solicited from a Prequalified list...

YES  NO 22

## Approval

This package is approved by the TLMA Agency Buyer.

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