

OSC CONTRACT COMPLIANCE FORM B
PRE-ADVERTISEMENT NOTICE FOR CONTRACTS VALUED AT
\$10 MILLION OR MORE

To be submitted 30 days prior to advertisement, negotiation or other solicitation

- 1) Name of contracting unit and contract # (if applicable): _____
- 2) Description of the goods, services or other subject to be procured: _____

- 3) Estimated cost of the goods, services or other subject to be procured: _____
- 4) Estimated date of advertisement, negotiation or other solicitation: _____
- 5) Identify source(s) of funding (e.g. State, Local, Federal, Bond, Other):

- 6) A list of all state and federal grant funds used for the contract and a brief description of any conditions and/or requirements of the grant funds (if applicable): _____
- 7) Procurement process: Award to the Lowest Bidder (i.e. IFB) _____
Qualification Based Negotiation (i.e. RFP) _____
Price and Other Factors _____
Other _____
- 8) Citations to all relevant statutory, administrative and other sources of governing law and internal Procurement policies: _____
- 9) Please attach the following documents:
 - A copy of the proposed procurement documents in final form such as the invitation to bidders, request for proposal or request for qualification and any subsequent addenda or clarification that would change the bid or award process and proposed scoring sheet for evaluation of proposals
 - Any documents explaining and approving a waiver from bidding requirements and documents explaining and approving the use of proprietary items
 - Specifications, special terms and conditions standard terms and conditions, for example, affidavits and affirmative action documents; (Blue prints and drawings are not required unless specifically requested)
 - Any documents evidencing how the estimated cost was obtained (i.e. construction cost estimate or any cost analysis conducted).
- 10) Contact info: Name : _____
Phone number: _____
Email address: _____