

**OSC CONTRACT COMPLIANCE FORM**  
**PRE-ADVERTISEMENT NOTICE OF CONTRACTS**  
**FOR REVIEW UNDER EO 125**  
**(SANDY – FEDERAL RECONSTRUCTION FUNDS)**

To be submitted 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) Source(s) of funding for the contract and any known conditions or requirements of grant funds (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

6) Procurement process:  
  
Describe the process by which the agency will advertise, solicit or negotiate for the goods or services (ie: an RFP will be issued through a publicly advertised, competitive bidding process; an RFQ will be issued to vendors on an existing state term contract; etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Describe the process by which the agency will select the vendor of the goods/services needed:

Award to the Lowest Bidder \_\_\_\_\_

Qualification Based Negotiation \_\_\_\_\_

Price and Other Factors \_\_\_\_\_

Other \_\_\_\_\_

8) Citations to all relevant authority for the procurement, including statutory, administrative and other sources of governing law, as well as internal Procurement policies:

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9) Please attach the following documents (.pdf format is preferred):

- A copy of the draft procurement documents such as the solicitation or request for proposals and any subsequent addenda or clarification that would change the bid or award process
- Any documents explaining and approving a waiver from bidding requirements and documents explaining and approving the use of proprietary items
- Standard specifications, special terms and conditions and standard terms and conditions, for example, affidavits and affirmative action documents; technical specifications only when specifically requested by OSC
- 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: \_\_\_\_\_