

Checklist of Documentation Required For PS Online Assessments

Competitive Procurements:	
Check (✓)	Document
	- Statement of Work;
	- All PS Online searches conducted (includes searches done prior to issuing solicitation, any conducted after bid closing or after contract award);
	- Documentation that provides any additional information regarding the PS Online search conducted;
	- Evaluation criteria (if not already included in solicitation document);
	- Bid solicitation document sent;
	- Bidders' List (email or facsimile cover sheet that confirms which suppliers were sent the solicitation document);
	- All enquiries/requests for clarification from bidders;
	- All responses from contracting authority to enquiries/requests for clarification from bidders;
	- Responses from bidders indicating that they will not be submitting a proposal
	- Financial and technical proposals received from each bidder, including resume of the resource(s) offered;
	- Evaluation report (individual evaluation reports and summary report if applicable), including any related correspondence;
	- Confirmation of security clearance for each resource and successful bidder (if applicable);
	- Documentation related to negotiations held with proposed supplier (if applicable);
	- Enquiries from supplier regarding status of procurement;
	- Responses to requests regarding status of procurement;
	- Regret notice to all unsuccessful bidders;
	- Contract, duly executed;
	- Contract amendments, duly executed;
	- Justification for amendment including any related correspondence.



Non-Competitive Procurements:

Check (✓)	Document
	- Statement of Work;
	- Procurement Strategy - sole source justification;
	- All PS Online searches conducted;
	- Documentation that provides any additional information regarding the PS Online search conducted;
	- Bid solicitation document sent or email/facsimile sent to supplier requesting pricing;
	- Financial and technical proposal received from supplier, including resume of the resource(s) offered;
	- Evaluation of proposal submitted (if required);
	- Documentation related to negotiations held with proposed supplier (if applicable);
	- Enquiries from supplier regarding status of procurement;
	- Responses to requests regarding status of procurement;
	- Confirmation of security clearance for each resource and supplier (if applicable);
	- Contract, duly executed;
	- Contract amendments, duly executed;
	- Justification for amendment including any related correspondence.