

**Closing Questions/Checklist for the
Official File of a Request for Proposal (RFP) and/or Request for Information (RFI)**
Revised April 2024

This completed checklist should be included in every RFP and/or RFI file.

If any item is not applicable, please check the box next to N/A.

Each Contracting Officer is to keep the entire file until all purchase orders and/or contracts have been awarded.

How many total vendors did you notify? _____ How many total vendors responded? _____

How many diverse vendors did you notify? _____ How many diverse vendors responded? _____

How many Kentucky vendors did you notify? _____ How many Kentucky vendors responded? _____

Was the contract(s) awarded to a diverse vendor(s)? ☐ No ☐ Yes If yes, how many and which ones: _____

Was the contract(s) awarded to a Kentucky vendor(s)? ☐ No ☐ Yes If yes, how many and which ones: _____

Does this replace an existing contract(s)? ☐ No ☐ Yes If yes, what is the contract number(s) being replaced: _____

Master price contract file/packet that is given to the Bid Clerk should include the contract and will be located in the official file in the file cabinets. Clip or band together the below documents:

☐ Original price contract fully executed with all documents referenced in the award.

☐ Form B-03

☐ N/A ☐ Memorandum to File

☐ N/A ☐ Award Letter of Recommendation from Chairperson

☐ N/A ☐ Copy of Short List Letter

☐ N/A ☐ Original RFP including any addenda and questions and answers, if not part of contract award.

☐ N/A ☐ Vendor List with responders marked

☐ N/A ☐ Original copy of vendors technical and financial response, if not part of contract award

☐ N/A ☐ Tab Sheet

☐ N/A ☐ Approval email from Director/Supervisor for approval of evaluation committee.

☐ N/A ☐ If pre-proposal conference was held, sign-in sheets.

☐ N/A ☐ Electronic Media including the time and date stamp from all responding vendors clearly marked with RFP #, vendor name, and Technical/Financial (if no electronic media, one hard copy from each bidder including the time and date stamp)

☐ N/A ☐ Signed Confidentiality Statements

☐ N/A ☐ Certificate of Insurance

☐ N/A ☐ Copy of UK's Current Terms and Conditions

Canceled or Closed RFP without Award:

☐ N/A ☐ Original RFP and any Addenda

☐ N/A ☐ Vendor List with responders marked

☐ N/A ☐ Electronic Media including the time and date stamp from all responding vendors clearly marked with RFP #, vendor name, and Technical/Financial (if no electronic media, one hard copy from each bidder including the time and date stamp)

☐ N/A ☐ Memorandum to File with reason for canceling/closing without award.

☐ N/A ☐ Approval email from Director/Supervisor for approval of evaluation committee.

☐ N/A ☐ If pre-proposal conference was held, sign-in sheets.

Late Bids:

If vendor wants their RFP returned, return at their expense. Otherwise keep one electronic copy clearly marked "Late Bid" with the time stamp. If no electronic copies, keep one hard copy of the original.

Multiple Awards:

If multiple awards are made, make sure the first price contract file/packet ("A") has all documents relating to the contract file. The remaining contracts B – XX will have the information specific to that contract plus the vendors technical and financial response. These contracts can be clipped or banded together and given to Bid Clerk. Each Contracting Officer is to keep the entire file until all contracts have been awarded.

continued on page 2

RFI:

- ☐ N/A ☐ Copy of original RFI
- ☐ N/A ☐ Vendors who were sent the RFI
- ☐ N/A ☐ Copy of responses or electronic media from each responding vendor including the time and date stamp.
- ☐ N/A ☐ Any questions or clarifications received from vendor.

Samples:

If a vendor requests their samples be returned, return at their expense. For other samples keep everything in your area for three months and then bring to your manager. For awarded vendor, all samples should be clearly labeled with RFP/RFI #, vendor name, date of award and given to the Bid Clerk to be stored in Room 373.

Note:

Each electronic device from all vendors is to be clearly marked with RFP/RFI number and vendor name and if confidential information is included in response, if no electronic media, keep one hard copy.

***All documents referenced in the price contract should also be placed on the J drive as a back-up to the official file which is paper and located in the file cabinets.**