

New Mexico General Services Department/ State Purchasing
Contract Review Bureau Contract Checklist

***NOTE: CRB DOES NOT require that the Contract Checklist be delivered with the contract packet. The sole purpose of the checklist is to assist agencies with proper contract submission. Only provide all that is applicable to contract type.**

ORIGINAL CONTRACT

- **Contract brief** or electronic brief submission
- **Purchase Order** with CRB origin and all agency level approvals complete (if SWPA was used as your procurement method, please include SWPA number at the end of each PO description line item)
- **DFA Budget Approval for the total compensation of your PSC (including GRT)**
- **Contract** on CRB or DoIT Templates with all signatures (except CRB)
- **Sole Source** Sole Source Request and Determination Form signed by Agency Head and CPO (CRB will arrange for the State Purchasing signature)
 - Email Copy of 30 day posting on State Purchasing website with no protest
 - Email Confirmation of 30 day posting email from State Purchasing
- **Agency Certification Form** Signed by Agency Head or Designee and contractor
- Affidavit of former employment (if applicable) signed and notarized
- NM Department of Justice memo if former state employee retired or separated less than five years
- PERA memo if former employee retired from state-government at any time
- Determination of Services from SPD (spd.determination@state.nm.us) should match Scope of Work (SOW should be included in the body of the email-not attachment)
- Horizons of NM decline email **or** printed list; if using printed list, **highlight** excluded service.
- **SWPA as procurement method** for your PSC. Copy of first page of Statewide Price Agreement
- **RFP as procurement method** for your PSC. Include the following pages from your RFP to accompany your PSC.
 - Cover page
 - Table of contents
 - Scope of Work
 - Sequence of events (chart only)
 - Proposal offer firm/term limitations/compensation limitations

New Mexico General Services Department/ State Purchasing

Contract Review Bureau

Contract Amendment Checklist

***NOTE: CRB DOES NOT require that the Contract Checklist be delivered with the contract packet. The sole purpose of the checklist is to assist agencies with proper contract submission. Only provide all that is applicable to contract type.**

AMENDMENT

- **Amendment brief** or electronic brief in the amendment tab or the CRB portal
- **PO Change Order** (if amount is changing and needs reapproval)
- **DFA Budget approval for amendment** (only if you are increasing compensation or extending term)
- **Amendment** with all signatures (except CRB)
- **Sole Source Amendment** New Determination form with CPO and Agency-head/Designee Signatures (if applicable)
 - Copy of email of 30-day posting on State Purchasing website
 - Copy of email confirmation of 30-day posting email from State Purchasing