

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

<b>SUBJECT</b>  CITYWIDE DEPARTMENT USE OF COOPERATIVE PROCUREMENT CONTRACTS	Number 35.11	Issue 2	Page 9 of 10
	Effective Date June 22, 2018		

**ATTACHMENT 2**

**COOPERATIVE PROCUREMENT CHECKLIST**

Description of Goods/Services:	Estimated Contract Dollar Amount:
Initiating Dept. Requesting Goods/Services:	DCA Assigned to Initiating Dept.:
Has the Initiating Dept. DCA Reviewed this Request?	Primary P&C Contact Name and Extension:
Date Submitted by P&C to OCA for Review:	Date OCA Review to be Completed:
	Justification for Due Date:

**Tasks to be Completed by the Initiating Department**

<u>Task</u>	<u>Date Completed</u>	<u>Not Applicable</u>
Submit approved cooperative procurement certification memo template (memo) to P&C.		
Provide copies of the following documents with the memorandum: <ul style="list-style-type: none"> <li><input type="checkbox"/> Solicitation for Original Contract &amp; any Addenda</li> <li><input type="checkbox"/> Contractor's response to the Solicitation</li> <li><input type="checkbox"/> Pricing Sheets</li> <li><input type="checkbox"/> Original Contract between Contractor and the Agency &amp; any Amendments</li> <li><input type="checkbox"/> Agency's Evaluation Criteria</li> <li><input type="checkbox"/> Proof of Advertisement of Solicitation</li> <li><input type="checkbox"/> Contractor Standards Pledge of Compliance Form</li> <li><input type="checkbox"/> If this is a services contract, include Human Resources Department approval via their "Contracting Out Review Request Form"</li> </ul>		

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**Tasks to be Completed by the Purchasing Agent**

<u>Task</u>	<u>Date Completed</u>	<u>Not Applicable</u>
Certify that SDMC § 22.3208 requirements are met.		
Confirm agency advertised the solicitation.		
If the Cooperative Procurement Contract is administered by a joint power or quasi-public entity, provide and obtain proof of City membership.		
Review insurance coverage to ensure it is acceptable to the City.		
Contractor Standards Pledge of Compliance Form		
Confirm that the <i>Agency's</i> evaluation process complies with the policies, rules, and regulations developed by the City Manager.		
If the Cooperative Procurement Contract does not contain an express assignability clause, obtain written authorization from the contractor to use the terms, conditions, and pricing of the contract.		
Confirm that the City's contract term does not exceed the contract term of the Piggyback Contract.		