

**CONSOLIDATED CONTRACT REVIEW CHECKLIST (G.S. §114-8.3)**

IFB or RFP # \_\_\_\_\_ Commodity or Service: \_\_\_\_\_  
 Issuing Agency \_\_\_\_\_ Using Agency \_\_\_\_\_  
 Requisition Estimate: \$ \_\_\_\_\_ Awarded Contract Price \$ \_\_\_\_\_  
 Date Review Requested: \_\_\_\_\_ Date Review Completed \_\_\_\_\_

**Preliminary Review Prior to Publication of Procurement Document**

<b>(X-No / √- Yes)</b>	<b>I. Preliminary Information</b>
	Does the anticipated contract amount exceed \$1,000,000 for the specified contract period excluding options to extend/renew the contract? [If “no,” then STOP]
	Is the contract for one of the following (circle all that apply): <ul style="list-style-type: none"> <li>• <b>supplies,</b></li> <li>• <b>materials,</b></li> <li>• <b>printing,</b></li> <li>• <b>equipment,</b> and/or</li> <li>• <b>contractual services</b> (not involving building/highway construction)</li> </ul> [If none of the items were circled, then STOP]
	If a response complying with the RFP/IFB is received from a qualified and responsive bidder, will the resulting contract contain the essential data for the formation of an enforceable contract such as: <p style="margin-left: 40px;">Identity of the Parties                  Description of the goods or services including quantities and quality                  Inclusion of applicable standard terms and conditions                  Term of the Contract                  Price</p>
	Does the RFP/IFB include a complete and understandable statement of the agency’s intended purpose in making the procurement.

Name and Title of Preliminary Reviewer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

