

Purchases through Interlocal Agreements

City Contract #: _____

Interlocal Agreement with (government agency or Purchasing Co-Op name): _____

Item Description: _____

- Do you have an Interlocal agreement signed with the Contract (Host) Agency?**
 - If yes, where is it filed: _____
 - If no, get a mutually signed Agreement in place before you continue.

- State OSP Contract #:** _____ *If a State OSP contract you may skip the remainder of this test because the OSP contracts comply with remaining requirements and retain the documentation on hand for SAO to review in the OSP offices.*

- Is this a technology contract?**
 - If yes, do your own rules allow for technology contracts to be negotiated?
 - If your own rules allow for negotiated IT contracts, you can skip the test.

- Is this a services contract?**
 - If yes, do your own rules allow services to be negotiated?
 - If your own rules allow for negotiated services, you can skip the remainder of the test.

- Are you using this as only one of multiple quotes, for a small purchase?**
 - If yes, you can skip the remainder of the test. Your purchase will not mandate the sealed bid rules.

Checklist for Required Compliance

Does the host agency have a requirement to run a newspaper ad in their local paper and did they comply	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Federal and State contract rules usually don't require a newspaper ad. For others, attach the ad or place into the file
Did they list on a website? If so, state when and the address. Attach proof if possible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Always required. Indicate date, address and/or attach or place into the file.
Did the bid & award comply with the Host agency's codes and statutes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, you cannot use the bid.
Did bid contain any preference that is illegal in your statutes such as WMBE points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, you cannot use the bid.