

Port of Everett
Personal Services Contract \$50,000 or more
Minimum File Documentation*

Date	By	Document
_____	_____	Documented need
_____	_____	Procurement selection rationale (e.g. RFP, state contract)
_____	_____	Request for proposal and addenda (formal or informal)
_____	_____	Independent cost estimate
_____	_____	Evidence of sources solicited (e.g. advertisement, email)
_____	_____	Proposals
_____	_____	Evaluation worksheet(s)
_____	_____	Reference check documentation
_____	_____	Recommendation to award with selection rationale and pricing data
_____	_____	Authorization to award Port contract
_____	_____	Notice to other proposers of selection
_____	_____	Signed agreement
_____	_____	Deliverables – or reference to their location
_____	_____	Progress invoices