



PROCUREMENT REPORT

1. Procurement Type:

2. Document Type:

3. P T S Tracking Number:

4. Contractor:

5. Total Cost of This Procurement (Including All Renewal Options):

6. Date of Award:

7. Period of Performance (include all options): From:

To:

8. Procurement Awarded In-State:

9. Was an in-state firm capable of providing the supply or services?

If #8 was "No" and #9 was "Yes", a written statement (Per AS 36.30.362) must be in the agency procurement file.

10. Number of Bidders or Offerers: A) In-state

B) Out of State

11. Solicitation Media Used:

12. Item or Service Procured (what and where):

Procurement Officer:

Date:

Telephone:

INSTRUCTIONS

1. Using the dropdown menu select the proper procurement type.
2. Using the dropdown menu select the proper document type.
3. Enter the PTS tracking number for this solicitation?
4. Enter the Contactor.
5. Enter the total dollar amount which includes the firm term and all renewal options. (Example: award for one firm term (\$10,000) + three one-year options to renew @ \$10,000 per year 3 years x \$10,000 = total estimated cost \$40,000).
6. Enter the date of the award.
7. Enter the period of performance, including all renewal options.
8. Indicate if this was an in-state award.
9. Enter yes if the order is placed to an in-state address or the contractor could qualify for the Alaska bidder preference. Enter yes if there was a firm with an in-state address that was capable of providing the procurement. AS 36.30.362 requires a written explanation by the procurement officer to be made part of the procurement file when an award is made to an out of state contractor when an in-state firm was capable of providing the procurement. (Example Statement: Award was made to the lowest responsive, responsible bidder after consideration of the 5% Alaska bidder preference.)
10. Enter both the number of actual in state bidders and out-of-state bidders that responded.
11. Public notice was given (AS 36.30.130) by using: Publication in a newspaper, Posted at the site of work or Published via the state's OPN webpages.
12. Give a summary of what items or service was procured.

Submit the completed form to doa.dgs.info@alaska.gov and maintain a copy in the procurement folder.