IT Umbrella Checklist of Required Documents

- **RFQ Basic**: Sent to manufacturer and all resellers or distributors
- **RFQ Financial**: Sent to manufacturer and all resellers or distributors
- **Solicitation Email**: Email showing list of all email addresses that received the RFQ
- **Winning Bid and Signature**: Completed financial response and signature certification page
- **All other bids/No bids received**
- **Canvass Letter**: If less than three bids received, please include documentation from your canvass of non-explanatory, no-bid/no response suppliers
- **Bid Tabulation**: Showing quotes received, suppliers who responded ‘no bid’ and those that did not respond
- **Award Email**: Email sent to supplier with the lowest bid meeting requirements
- **Non-Award Email**: Email sent to non-selected suppliers
- **Plan to Procure & B1184**: Complete if total value of the procurement is $50,000 or more