



Buy Desk Temporary Personnel Services Checklist

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Temporary Personnel Services Checklist

Preferred Source declination or agency's "form, function, and utility" justification, if applicable

B-1184 (for procurements totaling \$50,000 or more)

PRC # (for Light Industrial Occupations only)

RFQ email to vendors (must show all vendor email addresses)

Original RFQ template and any other attachments

Q&A, if applicable

Reissue email to vendors (must show all vendor email addresses), if required per contract

Reissue RFQ template, if required per contract

All bids received (must include both the body of the email showing when the bid was received and any attachments where bid pricing is noted; resumes should not be included)

Best value justification (how the agency determined the winning vendor/vendors)

Award notifications

Written price agreement from vendor if award is being made after the RFQ bids expire (60 days unless otherwise noted on the RFQ template)