



## Procurement forms published by the city of New Orleans in the United States



Public Procurement Principle: **Access, Capacity**



Procurement Stage: **Pre-tendering, Tendering**



Audience: **Policy makers, Procuring entity**

### Description

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Tax Clearance Form: Form to receive clearance from delinquencies on city taxes.

- Micro Purchase Professional Services Form: For professional service purchases under USD 3 000.
- Small Purchase Professional Services Form: For professional service purchases under USD 15 000.
- Bid Procurement Authorization Form - Materials and Supplies: Form authorising procurement.
- Bid Procurement Authorization Form - Non-Professional Services: Form authorising procurement.
- Bid Procurement Authorization Form - Public Works: Form authorising procurement.
- Request for Professional Services Solicitation Form: Form authorising solicitation for request for proposals/request for qualifications (RfP/RfQ).
- RfP Template.
- RfQ Template.
- RfP/RfQ Checklist: The RfP/RfQ checklist must be completed prior to submitting the solicitation to the Bureau of Purchasing and a copy of the checklist must be included with the request.
- Invitation to Bid Materials and Services Template.
- Invitation to Bid Public Works and Capital Projects Template.
- Invitation to Quote Intake Form – Movables.
- Form for Invitation to Quote – Process for Movables.
- Invitation to Quote Intake Form – Non-Professional Services.
- Form for Invitation to Quote – Process for Non-Professional Services.
- Vendor Performance Evaluation Form: Form used to report vendor performance.
- Independent Cost Estimate Form (ICE).
- Cost Reasonableness Analysis Template.

Source: OECD (2021), Unlocking the Strategic Use of Public Procurement in Bratislava, Slovak Republic, OECD Publishing, Paris <https://doi.org/10.1787/d616e4d9-en>

