

John M. Weisenberger
Attorney General



Phillip J. Tydingco
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Office of the Attorney General

September 9, 2010

MEMORANDUM

TO: All Special Assistant Attorneys General for Procurement over \$500,000

FROM: Deputy Attorney General, Civil Division

SUBJECT: Further Instructions for Filling Out Procurement Checklists

This is to instruct and clarify that the original checklist we issue to you for a specific procurement with your name on it, is the checklist that you must submit to us at the end of the process.

We will not be accepting any re-typed versions of the checklists for two reasons. First, we are unable to review re-typed checklists to ensure that they state word-for-word everything in the original, and second, we are developing templates for reviewing filled out checklists adapted to our checklists's formatting.

If there is any need to provide additional information that does not fit on the original checklist, please use a separate sheet or sheets of paper identifying the question number for which you are providing the additional information, and firmly attach the sheet or sheets of paper to the original checklist. Thank you.

J. PATRICK MASON
Deputy Attorney General

AG Procurement Form 013 (Sep. 9, 2010)

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