

Formal Procurement – Competitive Proposals (RFP) Procurement Checklist

DMO Name	
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Vendor	Contract / Purchase Order Amount	Contract / Purchase Order Name or Number
Contract / Purchase Order Type	Contract / Purchase Order Start Date	Contract / Purchase Order End Date

1. Please provide a description of how the scope of the work needed to be performed is indeterminate, or how the price is not the only relevant factor in determining scope.

2. As an attachment, please provide the Request for Proposal (RFP) specifying your needs. This must include the criteria that will be used to evaluate proposals, listed in the order of relative importance, and price must always be one of the factors. [2 CFR 200.320(b)(2)(i)]
3. As an attachment, please provide a detailed Cost/Price Analysis showing an independent estimate of the price of the work prior to receiving proposals and documenting the estimate and how it was calculated. [2 CFR 200.324(a)]
4. As an attachment, please provide the public advertisement (RFP) soliciting the needs for the project. This RFP must list price as one of the criteria for evaluating proposals.

5. As an attachment, please provide evidence that the advertisement was publicly solicited for 30 days or more. [2 CFR 200.320(b)(2)(i)]
6. As an attachment, please provide copies of all proposals received and the scoring breakdown. [2 CFR 200.320(b)(2)(i)]
7. As an attachment, please provide documentation including a detailed cost analysis breaking down the costs included in each proposal, evaluating each cost element for reasonability, evaluating each factor listed on the RFP, and explaining why the winning contractor is the most qualified to do the work. [2 CFR 200.320(b)(2)(i)]
8. Was the vendor selected the responsible offeror whose proposal is most advantageous, with price and other factors considered? [2 CFR 200.320(b)(2)(iii)]
9. If for any reason the lowest bid was not selected, please provide support documenting the rationale for choosing a different source, as an attachment. [2 CFR 200.320(b)(2)(iii)]
10. If you used a contractor to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals, did you ensure that the contractor did not compete for the same procurement? [2 CFR 200.319(b)]
11. As an attachment, please explain how you ensured the procurement was conducted in a manner that prohibits the use of statutorily or administratively imposed state or local preferences in the evaluation of bids or proposals, except in the case where applicable Federal statutes expressly mandate or encourage geographic preference. [2 CFR 200.319(c)]

12. If prequalified lists were used, complete the following questions:

- a. Was the prequalified list current at the time of procurement? [2 CFR 200.319(e)]
- b. Did the prequalified list contain enough qualified sources to ensure maximum free and open competition? [2 CFR 200.319(e)]
- c. Were any potential bidders precluded from qualifying during the solicitation period? [2 CFR 200.319(e)]

13. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.318(h)]

14. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.318(j)(1)]

15. For a Time and Material Contract, what is the ceiling price in the contract?

16. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

17. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was selected.

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18. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision.

Provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate? (if contract exceeds simplified acquisition threshold) [2 CFR Appendix II to Part 200(A)]	
Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement? (if contract exceeds \$10,000) [2 CFR Appendix II to Part 200(B)]	
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) [2 CFR Appendix II to Part 200(G)]	
Compliance with the debarment and suspension requirements? [2 CFR Appendix II to Part 200(H)]	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) [2 CFR Appendix II to Part 200(I)]	
Compliance with prohibition on contracting for covered telecommunications equipment or services? [2 CFR Appendix II to Part 200(K)]	
Compliance with domestic preferences for procurements [2 CFR Appendix II to Part 200(L)]	

19. Confirm your compliance with the following six affirmative steps to assure that minority businesses, women's enterprises, and labor surplus area firms are used when possible by checking the box to the right of each step. As an attachment, please provide any relevant documentation supporting these items. [2 CFR 200.321(a)]

Place qualified small and minority businesses and women's business enterprises on solicitation lists.	
Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.	
Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.	
Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.	
Use the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce.	
Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.	

20. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.318(i)]