

Formal Procurement – Sealed Bid Process 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. As an attachment, please provide the clearly defined specifications of the project and the scope of work.
2. As an attachment, please provide a detailed Cost/Price Analysis showing an independent estimate of the price of the work prior to receiving proposals. This must include the estimated amount and how it was calculated. [2 CFR 200.324(a)]
3. As an attachment, please provide the public advertisement soliciting the needs for the project. [2 CFR 200.320(b)(1)]
4. As an attachment, please provide evidence that the advertisement was publicly solicited for 14 days or more prior to reviewing and selecting a bid. [2 CFR 200.320(b)(1)(ii)(A)]
5. As an attachment, please provide the bid tabulation and all bids received.
6. Was the bid selected the lowest bid among the bids received? [2 CFR 200.324(a)] _____
7. If for any reason the lowest bid was not selected, document the rationale for choosing a different source. If you need additional space, an attachment will suffice.

8. 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)] _____

NOTE: This procurement checklist form guide is not an exhaustive list of all federal procurement requirements. Recipients of SLFRF funds must ensure that all procurements fully comply with the applicable standards at 2 CFR 200.318 – 327.

9. 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)]

10. 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)] _____

11. 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)]

12. 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)]

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

14. 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?

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

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16. 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)]	

17. 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.	

18. 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)]