

Micro-Purchases 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

***Complete the contract information where applicable**

1. Explain how you distributed micro-purchases equitably among qualified suppliers to the extent practicable. [2 CFR 200.320(a)(1)(i)]

2. Document your basis for the determination that the price for the good or service is fair and reasonable below (i.e., research, experience, purchase history, or other information). [2 CFR 200.320(a)(1)(ii)]

3. 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)]

4. 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)]

5. For a Time and Material Contract, what is the ceiling price in the contract?
6. 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?

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

8. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. As an attachment, please provide any relevant documentation supporting these items.

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 domestic preferences for procurements [2 CFR Appendix II to Part 200(L)]	

9. 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.	

10. 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)]