

# Tennessee Tourism and Hospitality Recovery Fund Procurement Checklist Form Guide

## Checklist Form Instructions:

Before navigating to the specific form relevant to your procurement, please use the following preliminary questions to determine the correct form to complete. Additionally, there is a table below showing the key differences between the forms for visual aid.

Once the correct form has been identified, please navigate to the indicated page number and complete the form. This may be done electronically by inputting directly into the pdf document, saving it to your desktop, and submitting it as an attachment to your reimbursement request in the portal. Alternatively, you may print out the checklist form, complete it, and scan it in as an attachment to your reimbursement request in the portal.

After selecting and completing the relevant form, **do not leave any field blank**. If there is no applicable answer to a given item within the checklist you are completing, you may type “N/A” or “Not Applicable” in the text field provided.

## Attachments Instructions:

Please label all attachment files appropriately, indicating which checklist and which item number the attachment is for. If the checklist mentions an attachment is required, please provide the attachment in addition to the checklist within the portal.

**NOTE:** If you choose to add an attachment to fulfill any checklist item, please input in the text field of the checklist item “See attachment.”

## Contract Information Instructions:

The top of the checklist form asks for basic contract information. One of the items requested is the contract type. Please see the options available in the “Allowed Contract Types” below and choose the appropriate contract type from these three options only. Note that there is a contract type that is listed as Prohibited for this program.

### Allowed Contract Types

- Fixed Price: Price remains regardless of contractor’s actual costs of performing scope of work.
- Cost Reimbursement: Provides for the reimbursement of the contractor for its reasonable, allocable, actual, and allowable costs, with an agreed-upon fee.
- Time and Materials: Price includes actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general & administrative expenses, and profit.

### Prohibited Contract Types

- Cost Plus Percentage of Cost: The total price is determined based on reimbursement of total allowable costs incurred by the contractor, plus a pre-determined percentage rate multiplied by those costs.

**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.

**Preliminary Questions:**

- 1) What is your purchase amount, and was the procurement open to multiple sources or just one source?
  - a. If your purchase amount is up to \$10,000, go to the Micro-Purchases Checklist.
  - b. If your purchase amount is between \$10,000.01 and \$250,000 and the procurement **was not** open to multiple sources, go to the Small Purchase – Sole Source Checklist.
  - c. If your purchase amount is between \$10,000.01 and \$250,000 and the procurement **was** open to multiple sources, go to the Small Purchase – Multiple Sources Checklist.
  - d. If your purchase amount is above \$250,000 and the procurement was open to multiple sources, go to question 2.
  - e. If your purchase amount is above \$250,000 and you were unable to find at least two responsible bidders after making a reasonable effort to solicit bids, go to the Noncompetitive Checklist.
- 2) Are the specifications of the project and the scope of the work needed clearly defined?
  - a. If **YES**, go to the Sealed Bid Formal Checklist.
  - b. If **NO**, go to the RFP Formal Checklist.

Procurement Checklist Form Table			
Preliminary Questions			Form Information
Dollar Amount	Number of Sources	Specifications and Scope are Clearly Defined?	Form Link
Up to \$10,000	-	-	<a href="#">Micro-Purchases</a>
\$10,000.01 – 250,000	One	-	<a href="#">Sole Source</a>
\$10,000.01 – 250,000	Multiple	-	<a href="#">Multiple Source</a>
Above \$250,000	Multiple	Yes	<a href="#">Sealed Bid Formal</a>
Above \$250,000	Multiple	No	<a href="#">RFP Formal</a>
Above \$250,000	One	-	<a href="#">Formal Noncompetitive</a>

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