

# HRP-PTE Program 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.

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.

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**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.

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

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## Micro-Purchases Procurement Checklist

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name* or Number*</b>
<b>Contract / Purchase Order Type*</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

**\*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)]

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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.

**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.

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? <b>[2 CFR Appendix II to Part 200(H)]</b>	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</b>	

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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

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## **Small Purchase – Sole Source Procurement Checklist**

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name or Number</b>
<b>Contract / Purchase Order Type</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

1. Document the rationale you used to determine that the good/service is available from only one source.

2. 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)]
3. 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)]

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

**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.

5. 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?

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

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

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) <b>[2 CFR Appendix II to Part 200(B)]</b>	<input type="checkbox"/>
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) <b>[2 CFR Appendix II to Part 200(G)]</b>	<input type="checkbox"/>
Compliance with the debarment and suspension requirements? <b>[2 CFR Appendix II to Part 200(H)]</b>	<input type="checkbox"/>
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	<input type="checkbox"/>
Compliance with prohibition on contracting for covered telecommunications equipment or services? <b>[2 CFR Appendix II to Part 200(K)]</b>	<input type="checkbox"/>
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</b>	<input type="checkbox"/>

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8. Confirm your compliance, to the most practical and applicable extent, 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.	

9. 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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

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## Small Purchase – Multiple Sources Procurement Checklist

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name or Number</b>
<b>Contract / Purchase Order Type</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

1. As an attachment, please provide at least three quotes from qualified sources. Quotes may be obtained through internet search, vendor price listing, verbal quotes, etc. [2 CFR 200.320(a)(2)(i)]
2. Was the quote selected the lowest price among the quotes received?
3. Document how the determination for choosing the selected quote was made—did you choose the lowest quote, and if not, why?

4. 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)]
5. 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)]

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6. For a Time and Material Contract, what is the ceiling price in the contract?
7. 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?

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

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

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) <b>[2 CFR Appendix II to Part 200(B)]</b>	
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) <b>[2 CFR Appendix II to Part 200(G)]</b>	
Compliance with the debarment and suspension requirements? <b>[2 CFR Appendix II to Part 200(H)]</b>	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	
Compliance with prohibition on contracting for covered telecommunications equipment or services? <b>[2 CFR Appendix II to Part 200(K)]</b>	
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</b>	

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10. 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.	

11. 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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

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## Formal Procurement – Sealed Bid Process Procurement Checklist

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name or Number</b>
<b>Contract / Purchase Order Type</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

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)] \_\_\_\_\_

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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?

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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) <b>[2 CFR Appendix II to Part 200(A)]</b>	
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) <b>[2 CFR Appendix II to Part 200(B)]</b>	
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) <b>[2 CFR Appendix II to Part 200(G)]</b>	
Compliance with the debarment and suspension requirements? <b>[2 CFR Appendix II to Part 200(H)]</b>	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	
Compliance with prohibition on contracting for covered telecommunications equipment or services? <b>[2 CFR Appendix II to Part 200(K)]</b>	
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</b>	

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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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

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## Formal Procurement – Competitive Proposals (RFP) Procurement Checklist

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name or Number</b>
<b>Contract / Purchase Order Type</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

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.

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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)]

**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.

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?

**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.

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) <b>[2 CFR Appendix II to Part 200(A)]</b>	
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) <b>[2 CFR Appendix II to Part 200(B)]</b>	
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) <b>[2 CFR Appendix II to Part 200(G)]</b>	
Compliance with the debarment and suspension requirements? <b>[2 CFR Appendix II to Part 200(H)]</b>	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	
Compliance with prohibition on contracting for covered telecommunications equipment or services? <b>[2 CFR Appendix II to Part 200(K)]</b>	
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</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.

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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

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## **Formal Procurement – Noncompetitive Procurement Checklist**

<b>Business Name</b>	
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<b>Vendor</b>	<b>Contract / Purchase Order Amount</b>	<b>Contract / Purchase Order Name or Number</b>
<b>Contract / Purchase Order Type</b>	<b>Contract / Purchase Order Start Date</b>	<b>Contract / Purchase Order End Date</b>

1. Please choose which of the below circumstances applies to your noncompetitive procurement, and then provide your rationale in making that determination. If you need additional space, an attachment will suffice.

The goods/services are only available from a single source.

There was inadequate competition after public solicitation.

2. As an attachment, please provide a cost/price analysis of the cost elements of the contract proposed by the vendor showing they appear to be reasonable.
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)]

**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.

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.

**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.

8. 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) <b>[2 CFR Appendix II to Part 200(A)]</b>	
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) <b>[2 CFR Appendix II to Part 200(B)]</b>	
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of \$150,000) <b>[2 CFR Appendix II to Part 200(G)]</b>	
Compliance with the debarment and suspension requirements? <b>[2 CFR Appendix II to Part 200(H)]</b>	
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of \$100,000) <b>[2 CFR Appendix II to Part 200(I)]</b>	
Compliance with prohibition on contracting for covered telecommunications equipment or services? <b>[2 CFR Appendix II to Part 200(K)]</b>	
Compliance with domestic preferences for procurements <b>[2 CFR Appendix II to Part 200(L)]</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. 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)]

For a consolidated list of required documentation consult the [Appendix](#) to this document on page 25.

**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.

# Appendix A

## Required Procurement Documentation Checklist:

### All Procurement Types

1. Attestation that all provided training videos related to procurement have been watched and understood.
2. Completed checklist form for applicable procurement type.
3. Procurement policy.
  - a. Including Conflict of Interest Policy.
4. Proof that the vendor is not debarred or suspended on SAM.gov.
5. Affirmative action steps to assure that minority businesses, women's enterprises, and labor surplus area firms are used when possible.
6. Rationale for the following:
  - a. Method of procurement chosen.
  - b. Selection process of contract type.
  - c. Contractor selection or rejection.
  - d. The basis for the contract price.
7. Compliance with domestic preferences for procurements.
8. Any support for compliance with provisions regarding the following where applicable:
  - a. Contract provisions for termination for cause and for convenience.
  - b. The Clean Air Act and Federal Water Pollution Control Act.
  - c. Debarment and suspension requirements.
  - d. The Byrd Anti-Lobbying Amendment for all contracts and bids in excess of \$100,000.
  - e. Prohibition on contracting for covered telecommunications equipment or services.

### Micro Purchases (below \$10,000)

1. No additional documentation.

### Small Purchases-Sole Source (\$10,000.01 to \$250,000)

1. No additional documentation.

### Small Purchases-Multiple Sources (\$10,000.01 to \$250,000)

1. At least 3 quotes received from qualified sources for a multiple source procurement.

### Sealed Bid Formal (above \$250,000)

1. Clearly defined specifications of the project and the scope of work.
2. Detailed Cost/Price Analysis estimating cost of the work prior to receiving proposals.
3. The public advertisement for the solicited work.
4. Evidence that the public advertisement was solicited for 14 days prior to reviewing and selecting a winning bid.
5. Bid tabulations and all bids received.
6. Explanation for 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.

7. Support for compliance with the provision that requires contract provisions to be made for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate.

#### RFP Formal (above \$250,000)

1. Clearly defined specifications of the project and the scope of work in the form of a RFP.
2. Detailed Cost/Price Analysis estimating cost of the work prior to receiving proposals.
3. The public advertisement for the solicited work.
4. Evidence that the public advertisement was solicited for 30 days prior to reviewing and selecting a winning bid.
5. Bid tabulations and proposals received.
6. Explanation for 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.
7. Support for compliance with the provision that requires contract provisions to be made for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate.
8. If the lowest bid was not selected, a rationale for choosing a different source is needed.

#### Formal Noncompetitive (above \$250,000)

1. A cost/price analysis of the cost elements of the contract proposed by the vendor showing they appear to be reasonable.

\*Please be advised these thresholds may not apply to all recipients as the thresholds listed here are the thresholds provided within the Uniform Guidance, however you must adhere to the most stringent of the Federal, State, and local procurement policies if applicable to your entity.