**Procurement Evaluation/Award Check List**

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| --- | --- |
| **Grantee:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Reviewed by:** | Click or tap here to enter text. |
| **Date of Review** | Click or tap to enter a date. |

| ***Regulation*** |  | ***State Only*** | ***Statewide*** | ***Sole Source*** | ***Small*** | ***Element Required*** | ***Element Documentation Location &/or Explanation, if required*** | ***TDOT Confirmation*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Evaluation** | | | | | | | |
| **4220.1F.VI.3.i.(1)(b)[2]**  **2 CFR §200.320(c)(5)** | **Sole Source – Single Bid or Single Proposal Result**   * Determination that the competition was adequate. * Review of specifications for undue restrictiveness. | | | | | | | |
| **4220.1F.VI.3.i.(1)(b)[2][a]** | **Adequate Competition**  FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient’s control. Many unrelated factors beyond the recipient’s control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA’s competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.  When a procurement receives only one bid or proposal, an analysis of the solicitation requirements is required to see that the result is beyond the recipient’s control and not caused by noncompetitive restrictive requirements. Review the requirements analysis in cases of single bid/proposal results. The recipient can survey non-respondent potential bidders that chose not to submit a bid or proposal. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)** | **Requirements Analysis – Avoid Prohibited Requirements that Restrict Competition**   * In evaluating the solicitation result an analysis should be completed of the solicitation requirements to identify and avoid any issues that might unduly restrict competition. In addition, recipients are prohibited from using FTA assistance to support an exclusionary or discriminatory specification. | | | | | | | |
| **4220.1F.VI.2.a.(4)(a)**  **2 CFR 200.319(b)(1)** | **Requirements Analysis – Not Restrictive of Competition – Unreasonable Requirements**  Did solicitation specifications avoid placing unreasonable requirements on firms in order for them to qualify to do business? |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(b)**  **2 CFR 200.319(b)(2)** | **Requirements Analysis – Not Restrictive of Competition – Unnecessary Experience**  Did solicitation specifications avoid requiring unnecessary experience? |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)I** | **Requirements Analysis – Not Restrictive of Competition – Improper Prequalification**  If prequalification was used, it must allow qualification during the solicitation period. The solicitation period, however, is not required to be extended for a bidder who initiated the process late, to become qualified. The prequalification timing procedures policy should guide. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(d)**  **2 CFR 200.319(b)(4)** | **Requirements Analysis – Not Restrictive of Competition – Retainer Contracts**  Making a noncompetitive award to any person or firm on a retainer contract with the recipient if that award is not for the property or services specified for delivery under the retainer contract. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)I**  **2 CFR 200.319(b)(2)** | **Requirements Analysis – Not Restrictive of Competition – Excessive Bonding**  The solicitation did not impose excessive bonding requirements? |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(f)**  **2 CFR 200.319(b)(6)** | **Requirements Analysis – Not Restrictive of Competition – Brand Name Only**  The solicitation cannot specify a “name brand” without allowing an equal product, or allowing an equal product but not listing the salient characteristics that the equal product must meet to be acceptable. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(g)** | **Requirements Analysis – Not Restrictive of Competition – Geographic Restrictions**  Specifying in-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. In particular, 49 U.S.C. Section 5325(i) prohibits an FTA recipient from limiting its bus purchases to in-State dealers. There is an exception for A&E services. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(h)**  **2 CFR 200.319(b)(5)** | **Requirements Analysis – Not Restrictive of Competition – Organizational Conflicts of Interest**  Organizational conflicts of interest occur when the contractor has a lack of impartiality or impaired objectivity, the contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract or the contractor has established the ground rules for the procurement by developing specifications, evaluation factors, or similar documents.  The recipient needs to analyze the acquisition in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(i)**  **2 CFR 200.319(b)(3)** | **Requirements Analysis – Not Restrictive of Competition – Restraint of Trade**  Supporting or acquiescing in noncompetitive pricing practices between firms or between affiliated companies. Questionable practices would include, but not be limited to submissions of identical bid prices for the same products by the same group of firms, or an unnatural pattern of awards that had the cumulative effect of apportioning work among a fixed group of bidders or offerors. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.a.(4)(j)**  **2 CFR 200.319(b)(7)** | **Requirements Analysis – Not Restrictive of Competition – Arbitrary Action**  No unrelated requirements to the item/service procured or arbitrary actions are required? |  |  |  |  |  |  |  |
| **4220.1F.VI.7.** | **Evaluations**   * Bids and offers must be evaluated on only the evaluation factors included in the solicitation documents. | | | | | | | |
| **4220.1F.VI.7.** | Evaluation factors used were specified in the solicitation documents? |  |  |  |  |  |  |  |
| **4220.1F.VI.7.** | If options are considered, do the solicitation documents explain that the options will be included in the evaluation?  The subrecipient based the number of options on its reasonably foreseeable need and evaluated the option price prior to awarding the contract. |  |  |  |  |  |  |  |
| **4220.1F.VI.7.b.** | If options are considered, run price numbers for entire option period for evaluation. Consideration of options later, without evaluating the price at the time of the evaluation, results in a sole source procurement. Unpriced options are not valid options and may not be exercised as options. |  |  |  |  |  |  |  |
| **4220.1F.VI.7.a.(1)** | An option may not be exercised unless it has been determined that the option price is better than prices available in the market, or that when it intends to exercise the option, the option is more advantageous.  A market survey should be performed for options to purchase to see what other buyers have recently paid for the item. Check when deciding to accept/purchase options. |  |  |  |  |  |  |  |
| **4220.1F.VI.2.f.** | **Award to other than The Low Bidder**  If the recipient intends to award to other than the low bidder, did the recipient reserve this right in the solicitation documents? |  |  |  |  |  |  |  |
| **4220.1F.VI.2.g.** | **Rejection of All Bids or Offers**  If the recipient intends to reject all bids, did the recipient reserve this right in the solicitation documents? |  |  |  |  |  |  |  |
| **4220.1F.VI.3.b.** | **Small Purchases – Price Quotations**  Price or rate quotations were obtained from an adequate number of sources. See recipient procurement policy, must be at least two.  This question only for procurements less than the Simplified Acquisition Threshold. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.c.** | **Sealed Bids (Formal Advertising) Procurement**   * Publicly solicited * A firm fixed price contract (lump sum or unit price), usually * Awarded to a responsible bidder * Conform to all the material terms and conditions of the invitation for bids * For the lowest in price | | | | | | | |
| **4220.1F.VI.3.c.(1)(b)** | **Adequate Sources**  There were two or more responsible bidders willing and able to effectively compete for the business. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.c.(1)(d)** | **Price Determinative**  The successful bidder is to be selected on the basis of solicitation price and price-related factors and not on other factors that cannot be measured at the time of the award (and not on the basis of contract factors other than the responsible determination following).  Details of selection of successful bidder. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.c.(2)(a)** | **Publicity**  Documentation that the invitation to bid was publicly advertised. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.c.(2)(e)** | **Public Opening**  Documentation of the solicitation public opening of bids. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.d.** | **Competitive Proposals (Request for Proposals) Procurement**   * Procurement doesn’t appear to fit sealed bid procurement | | | | | | | |
| **4220.1F.VI.3.d.(1)(b)** | **Adequate Sources**  There were two or more responsible proposers willing and able to effectively compete for the business. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.d.(1)(d)** | **Discussions Expected**  Discussions with individual bidders are expected to be necessary after they have submitted their proposals.  Documentation of any discussions with proposers. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.d.(2)(a)** | **Publicity**  Documentation that the request for proposal was publicly advertised. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.d.(2)(b)** | **Evaluation Factors**  All evaluation factors and their relative importance are specified in the solicitation (numerical or percentage ratings or weights need not be disclosed).  Documentation of evaluation. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.d.(2)I** | **Price and Other Factors**  An award is made to the responsible offeror whose proposal is most advantageous to the recipient’s program with price and other factors considered.  Documentation of evaluation. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.f.** | **Architectural & Engineering (A&E) Services and Other Services Procurement**   * Brooks Act qualifications-based procurement procedures. * The work must be related to construction but not for construction procurement. * To acquire Architectural & Engineering services, also for program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, and related services. | | | | | | | |
| **4220.1F.VI.3.f.(3)(a)** | **Qualifications Based**  Documentation that the bidders qualifications are evaluated to determine the contract award. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.f.(3)(b)** | **Price Excluded**  Documentation that price is excluded as an evaluation factor. |  |  |  |  |  |  |  |
| **4220.1F.VI.3.f.(3)I** | **Most Qualified**  Documentation that negotiations are first conducted with the most qualified offeror. |  |  |  |  |  |  |  |
|  | **Award** | | | | | | | |
|  | **Specifications of Item/Service** | | | | | | | |
| **4220.1F.III.3.a.(1)(a)**  **4220.1F.III.3.a.(1)I**  **4220.1F.VI.2.a.(1)** | **Description of the Item/Service to be Acquired**  The solicitation and the contract awarded must include a clear and accurate description of the recipient’s technical requirements for the property or services to be acquired in a manner that provides for full and open competition. The description may include a statement of the qualitative nature of the property or services to be acquired. When practicable, the recipient should describe its requirements in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. The Common Grant Rules for governmental recipients states that “Detailed product specifications should be avoided if at all possible.” Both Common Grant Rules express a preference for performance or functional specifications, but do not prohibit the use of detailed technical specifications when appropriate.  Does there appear to be a clear and accurate statement for the item/service to be procured in the solicitation (this description/specifications should be used for planning purposes, e.g. on what to price for the cost estimate)? |  |  |  |  |  |  |  |
| **2 CFR 200.318(b)** | **Offer Matches Specifications**  Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.  Do the specifications of the item/service of the selected offer match the specifications of the solicitation? |  |  |  |  |  |  |  |
| **2 CFR 200.318(h)** | **Responsible Contractor Determination**   * A responsible contractor analysis should be completed on the contractor selected for award. If requested elements in the solicitation, use responses there to support analysis. The recipient should do some verification of information supplied. | | | | | | | |
| **4220.1F.VI.8.b.**  **4220.1F.IV.2.a.(1)**  **2 CFR 200.318(h)** | **Responsible Contractor – Award Only to a Responsible Bidder or Offeror**  FTA assisted contract awards can be made only to “responsible” contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract. Responsibility is a procurement issue that is determined by the recipient after receiving bids or proposals and before making contract award. FTA expects the prospective contractor to demonstrate affirmatively to the recipient that it qualifies as “responsible” under the standards of 49 U.S.C. Section 5325, and that its proposed subcontractors also qualify as “responsible.”  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(1)**  **2 CFR 200.318(h)** | **Responsible Contractor – Integrity and Ethics**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(2)**  **2 CFR 200.318(h)** | **Responsible Contractor – Debarment and Suspension**  **Screen print of the SAM.gov page to show contractor has no exclusions.**  Has a responsible contractor analysis been completed?  Options:   * Result of a SAM.gov search that shows the contractor has not exclusions, or * Collecting a certification, or * Adding a clause or condition to the covered transaction. |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(3)**  **2 CFR 200.318(h)** | **Responsible Contractor – Affirmative Action and DBE**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(4)**  **2 CFR 200.318(h)** | **Responsible Contractor – Public Policy**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(5)**  **2 CFR 200.318(h)** | **Responsible Contractor – Administrative and Technical Capacity**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(6)**  **2 CFR 200.318(h)** | **Responsible Contractor – Licensing and Taxes**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(7)**  **2 CFR 200.318(h)** | **Responsible Contractor – Financing Resources**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(8)**  **2 CFR 200.318(h)** | **Responsible Contractor – Production Capability**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(9)**  **2 CFR 200.318(h)** | **Responsible Contractor – Timeliness**  Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.VI.8.b.(10)**  **2 CFR 200.318(h)** | **Responsible Contractor – Performance Record**   * Adequate resources and key personnel (and subcontractors) with adequate experience and past performance. * Adequate past experience in carrying out similar work. * Past deficiencies that were beyond the control of the bidder or the bidder has taken appropriate corrective action.   + In the case of deficient contracts, each contract deficiency must be reviewed for responsible determination.   Has a responsible contractor analysis been completed? |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.** | **Rolling Stock** | | | | | | | |
| **4220.1F.IV.2.e.(7)**  **49 USC §5318**  **49 CFR Part 665** | **Bus Testing Report**  The recipient has received the full Bus Testing Report and any partial testing reports before the acceptance of the first vehicle. Used for the required recipient certification |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(2)**  **49 CFR §26.49** | **Pre-Award Transit Vehicle Manufacturer (TVM) FMVSS Self Certification**   * Before entering contract, the recipient must retrieve a copy of the transit Vehicle Manufacturer (TVM) self-certification that it has complied with the FTA’s DBE and safety requirements. Used for the required recipient certification. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(6)**  **49 USC §5323(m)**  **49 CFR Part 663** | **Pre-Award Buy America Documentation from Manufacturer**   * Before entering contract, documentation that lists Component and subcomponent parts identified by manufacturer of parts of rolling stock to be purchased, their country of origin and costs, and the location of the final assembly point with a description of the activities that will take place at the final assembly point and the cost of final assembly. Used for the required recipient certification. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(2)**  **49 CFR §26.49** | **Post-Delivery Transit Vehicle Manufacturer (TVM) FMVSS Self Certification**   * Upon delivery of vehicle but before the earlier of transfer of title or putting the vehicle into revenue service, the recipient must retrieve a copy of the transit Vehicle Manufacturer (TVM) self certification that it has complied with the FTA’s DBE and safety requirements. Used for the required recipient certification. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(6)**  **49 USC §5323(m)**  **49 CFR Part 663** | **Post-Delivery Buy America Documentation from Manufacturer**   * Before transfer of title, documentation that lists Component and subcomponent parts identified by manufacturer of parts of rolling stock to be purchased, their country of origin and costs, and the location of the final assembly point with a description of the activities that will take place at the final assembly point and the cost of final assembly. Used for the required recipient certification. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(8)**  **49 U.S.C. Section 5325(i)** | **In-State Dealers**  The recipient may not limit its third party bus procurements to its in-State dealers, |  |  |  |  |  |  |  |
| **4220.1F.IV.2.i.** | **Construction** | | | | | | | |
| **4220.1F.IV.2.i.(1)(a)**  **2 CFR §200.326(a)** | **Construction – Bonding**  Bid Guarantee – Contractor needs bid guarantee for 5% of bid price.  Required above Simplified Acquisition Threshold. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.i.(1)(b)**  **2 CFR §200.326(b)** | **Construction – Bonding**  Performance Bond – Contractor needs a performance bond for 100% of contract price.  Required above Simplified Acquisition Threshold. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.i.(1)(c)**  **2 CFR §200.326(c)** | **Construction – Bonding**  Payment Bond – Contractor needs a payment bond for 100% of contract price.  Required above Simplified Acquisition Threshold. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.i.(1)(d)** | **Construction – Bonding**  Explained in solicitation  Any bonding other bonding required? |  |  |  |  |  |  |  |
| **4220.1F.IV.2.i.(5)**  **2 CFR 200 Appendix II (D)** | **Construction – Prevailing Wages**  Davis-Bacon wage determinations requirement explained in solicitation and included in contract documents. Included in clauses. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.b.(3)** | **Period of Performance Review** | | | | | | | |
| **4220.1F.IV.2.b.(3)** | **Period of Performance**  The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. The recipient should also consider competition, pricing, fairness, and public perception.  Planning records for the procurement document the performance period to be requested in the solicitation and agree to what is stated in the proposed contract? |  |  |  |  |  |  |  |
| **4220.1F.IV.2.e.(10)**  **49 USC §5325I(1)** | **Period of Performance – Rolling Stock – Time Limits for Options on Contracts**  5 year limit on bus contracts. Any non-rolling stock contract over 5 years must have sound business rationale documented. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.b.(3)** | **Period of Performance – Rationale**  The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. The recipient should also consider competition, pricing, fairness, and public perception.  Planning records for the procurement document recipient’s rationale for determining the performance period designated? |  |  |  |  |  |  |  |
|  | **Payment Provisions** | | | | | | | |
| **4220.1F.IV.2.b.(5)(a)**  **4220.1F.IV.2.b.(5)(b)**  **4220.1F.IV.2.b.(5)I** | **Payment Provisions**  The recipient may use its own funds to finance its contracts. However, if the recipient intends to use FTA assistance, expects to be reimbursed with FTA assistance, or dedicates its local share funds to support contract costs it has financed, then it must structure its payment provisions carefully.  Are the planned timing payment provisions of the solicitation and contract after the time in which the federal funds to be used for reimbursement have already been awarded or planned to be awarded? |  |  |  |  |  |  |  |
| **4220.1F.IV.2.b.(5)(b)** | **Advance payments**  Advance payments are payments made to a contractor before the contractor incurs contract costs.  The recipient may not use FTA assistance to make payments to a third party contractor before the contractor has incurred costs for which the payments would be attributable. FTA does make exceptions to the advance payment prohibition, if the recipient can provide sound business reasons for doing so and has obtained FTA’s advanced written concurrence. Adequate security for the advance payment is an essential pre-condition to FTA’s concurrence in the use of FTA or local share funds. |  |  |  |  |  |  |  |
| **4220.1F.IV.2.b.(5)(c)** | **Progress payments**  Progress payments are payments for contract work that has not been completed.  The recipient may use FTA assistance to support progress payments provided the recipient obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.  The Common Grant Rules requires that any progress payments for construction contracts be made on a percentage of completion method. For other than construction contracts, the percentage of completion method may not be used. |  |  |  |  |  |  |  |
| **4220.1F.VI.6.**  **2 CFR §200.324(a)** | **Cost Analysis and Price Analysis**   * Cost analysis or price analysis must be performed with every procurement action, including modifications. | | | | | | | |
| **4220.1F.VI.6.b.**  **2 CFR §200.324(a)** | **Price Analysis**  If the recipient determines that competition was adequate, a price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.  Option: Analysis of the to be awarded price to the original independent estimate. |  |  |  |  |  |  |  |
| **4220.1F.VI.6.a.**  **2 CFR §200.324(a)** | **Cost Analysis**   * The recipient must obtain a cost analysis   + when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost.   + when the offeror submits elements (that is, labor hours, overhead, materials, and so forth) of the estimated cost, (such as professional consulting and A&E contracts, and so forth).   + when price competition is inadequate,   + when only a sole source is available, even if the procurement is a contract modification, or   + in the event of a change order.   + The recipient, however, need not obtain a cost analysis if it can justify price reasonableness of the proposed contract based on a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. |  |  |  |  |  |  |  |
| **4220.1F.VI.6.a.(2)**  **2 CFR §200.324(b)** | **Cost Analysis – Profit**  FTA expects the recipient to negotiate profit as a separate element of the cost for each contract in which there has been no price competition, and in all acquisitions in which the recipient performs or acquires a cost analysis. To establish a fair and reasonable profit, the recipient needs to consider the  complexity of the work to be performed, the risk undertaken by the contractor, the contractor’s investment, the amount of subcontracting, the quality of the contractor’s record of past performance, and industry profit rates in the surrounding geographical area for similar work. |  |  |  |  |  |  |  |
| **4220.1F.VI.8.** | **Contract Award** | | | | | | | |
| **4220.1F.VI.8.a.** | **Award to Other Than the Lowest Bidder or Offeror**  If the contractor to be awarded the procurement does not have the low bid or offer, did the solicitation reserve the right to award the contract to other than the low bidder or offeror? |  |  |  |  |  |  |  |
| **2 CFR 200.318(i)** | **Record Keeping Requirements of the Procurement History**   * The recipient is required to prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. The Common Grant Rules require the recipient to maintain these records for three years  after the recipient and subrecipients, if any, have made final payment and all other pending matters are closed. | | | | | | | |
| **4220.1F.III.3.d.(a)**  **2 CFR 200.318(i)** | **Record Keeping – Rationale for the Method of Procurement**  Does the recipient provide its rationale for the method of procurement it used for the award? |  |  |  |  |  |  |  |
| **4220.1F.III.3.d.(b)**  **2 CFR 200.318(i)** | **Record Keeping – Reason for Selecting Contract Type**  Did the recipient state the reasons for selecting the contract type for the solicitation? |  |  |  |  |  |  |  |
| **4220.1F.III.3.d.(c)**  **2 CFR 200.318(i)** | **Record Keeping – Reasons for Contractor Selection or Rejection**  A recipient must state its reasons for contractor selection or rejection. |  |  |  |  |  |  |  |
| **4220.1F.III.3.d.(d)**  **2 CFR 200.318(i)** | **Record Keeping – Basis for Contract Price**  Recipients must evaluate and state its justification for the contract cost or price. |  |  |  |  |  |  |  |
|  | **Subrecipient Oversight of Third Party Contracts**   * The subrecipient must have oversight of the performance of Third Party contracts. | | | | | | | |
|  | **Subrecipient Oversight of Third Party Contracts**  What is the method of oversight procedures to be implemented, are they incorporated into the Third Party contract or another method as described in the subrecipient’s procurement policies and procedures? |  |  |  |  |  |  |  |
| **4220.1F. IV.2.a.** | **Federal Requirements – Clauses and Certifications** | | | | | | | |
| **4220.1F. IV.2.a.** | **Federal Clauses and Certifications**  The clauses and certifications worksheet has been reviewed for applicable clauses and certifications to include in the contract. |  |  |  |  |  |  |  |
|  | **END OF CHECKLIST** | | | | | | | |