## Federal Procurement Checklist

This form must be retained with all supporting documentation upon completion of the purchase and stored in the procurement records.

Competitive Proposals (\$250,001 or above)  Reference: 2 CFR \$200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. Item/Service  Item/Service  Competitive Proposals (\$250,001 or above)  Reference: 2 CFR \$200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name	. The state of the		
Small Purchase (\$10,000.01 - \$250,000)   List the two quotations/proposals solicited and received.   Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:	cribe the goods and services being purchased.		
Small Purchase (\$10,000.01 - \$250,000)   List the two quotations/proposals solicited and received.   Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:			
Small Purchase (\$10,000.01 - \$250,000)   List the two quotations/proposals solicited and received.   Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:			
List the two quotations/proposals solicited and received.  Vendor/Contractor Name    Item/Service   Total Cost   Other Consideration:    Competitive Proposals   (\$250,001 or above)     Reference: 2 CFR §200.320 as your guide for additional procurement requirements   List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.   Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:   2	ECT WHICH METHOD OF PROCUREMENT YOU A	RE FOLLOWING:	
List the two quotations/proposals solicited and received.  Vendor/Contractor Name    Item/Service   Total Cost   Other Consideration:    Competitive Proposals   (\$250,001 or above)     Reference: 2 CFR \$200.320 as your guide for additional procurement requirements   List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.   Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:   2	7 Small Burchase (\$10,000,01 - \$250,000)		
Competitive Proposals (\$250,001 or above)  Reference: 2 CFR \$200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name Item/Service Total Cost Other Consideration:  2  3  Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capal Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*		received.	
Competitive Proposals (\$250,001 or above)  Reference: 2 CFR §200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name	• • • •		Other Consideration:
Competitive Proposals (\$250,001 or above) Reference: 2 CFR §200.320 as your guide for additional procurement requirements List up to three proposals that were solicited and received. If additional proposals were receive additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name			
Competitive Proposals (\$250,001 or above)  Reference: 2 CFR §200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were received additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name			
Competitive Proposals (\$250,001 or above) Reference: 2 CFR \$200.320 as your guide for additional procurement requirements List up to three proposals that were solicited and received. If additional proposals were received additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:  1 2 3  Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capacity with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*			
Reference: 2 CFR §200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were received additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name  Item/Service  Total Cost  Other Consideration:  Vendor/contractor was the lowest bidder.  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capacity of the components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *	·		
Reference: 2 CFR §200.320 as your guide for additional procurement requirements  List up to three proposals that were solicited and received. If additional proposals were received additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name  Item/Service  Total Cost  Other Consideration:  Vendor/contractor was the lowest bidder.  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capacity of the components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *	_		
List up to three proposals that were solicited and received. If additional proposals were received additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name  Item/Service  Total Cost  Other Consideration:  Vendor/contractor was the lowest bidder.  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capal  Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*		•	
additional documentation is saved in the Shared drive in the procurement folder.  Vendor/Contractor Name   Item/Service   Total Cost   Other Consideration:  1	Reference: 2 CFR §200.320 as your guide for addi	tional procurement re	quirements
Vendor/Contractor Name  1 2 3  Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capal  Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*	·		
Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capacity of the components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*		•	
Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capacity compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*		<u></u>	<u> Uther Consideration.</u>
Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capa  Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*			
Check the reason you chose this vendor/contractor for this purchase:  Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical caparate Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *			
Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical caparal Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *	3		
Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical caparal Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*			
Vendor/contractor provided the best evaluated responsible offer (other than low bid).*  Vendor/contractor establishes or maintains essential research, development, or technical capa  Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *	Check the reason you chose this vendor/contra	actor for this purcha	156:
Vendor/contractor establishes or maintains essential research, development, or technical capacition of the components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *		actor for this purcha	ase:
Compatibility with other components of a system already exist.*  Only vendor/contract that meets pre-established performance characteristics.*  Other. *	Vendor/contractor was the lowest bidder.	•	
Only vendor/contract that meets pre-established performance characteristics.*  Other. *	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated	responsible offer (oth	ner than low bid).*
Other. *	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse	responsible offer (oth	ner than low bid).*
	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capad
* REQUIRES EXPLANATION BELOW	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-establishes	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capad
* REQUIRES EXPLANATION BELOW	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-establishes	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capad
	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-established  Other. *	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capad
	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-established  Other. *	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capad
	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-established  Other. *	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capa
	Vendor/contractor was the lowest bidder.  Vendor/contractor provided the best evaluated  Vendor/contractor establishes or maintains esse  Compatibility with other components of a system  Only vendor/contract that meets pre-established  Other. *	responsible offer (othen the control of the control	ner than low bid).* opment, or technical capa

	Cost Apoly	·:- Caroadcho	ems *	
Catalog/market pricing		sis Spreadshe		
Historical pricing	Award spe	cifically identi	ies	
Other. *				
* REQUIRES EXPLANATION BELOW. If sele	cted Cost Analysis,	include supp	orting d	ocumentati
-				
What was the initial estimated cost range	ex. what was the p	rojected bud	get cost	?
Noncompetitive Procurement				
<u>'</u>		ż.		
Item/service only available from this so				
An unusual and compelling urgency or	emergency preclud	es full and op	en comp	etition.*
Approval from granting agency receive	d.*			
Other. *				
* REQUIRES EXPLANATION BELOW.				
curements:				
Considerations:				
Considerations: Is this procurement necessary to accomplish		ectives?	Yes	□ N/A
Considerations: Is this procurement necessary to accomplish Was consideration given to in-house capability	ties of personnel?		Yes	N/A
Considerations: Is this procurement necessary to accomplish Was consideration given to in-house capability Was consideration given to consolidating or but to consolidating or	ties of personnel? preakout out procure		Yes Yes	N/A N/A
Considerations: Is this procurement necessary to accomplish was consideration given to in-house capability was consideration given to consolidating or by was an analysis made of lease vs. purchase a	ties of personnel? preakout out procure Iternatives?	ments?	Yes	N/A
Considerations:  Is this procurement necessary to accomplish was consideration given to in-house capability was consideration given to consolidating or by was an analysis made of lease vs. purchase a was consideration given for using Federal exceptions.	cies of personnel? oreakout out procure lternatives? cess and surplus pro	ments?	Yes Yes	N/A N/A N/A
Considerations:  Is this procurement necessary to accomplish was consideration given to in-house capability was consideration given to consolidating or be was an analysis made of lease vs. purchase a was consideration given for using Federal explicitly of purchasing new equipment and processing services.	cies of personnel?  oreakout out procure  Iternatives?  cess and surplus property?	ements?	Yes Yes Yes	N/A N/A
Considerations:  Is this procurement necessary to accomplish was consideration given to in-house capability was consideration given to consolidating or be was an analysis made of lease vs. purchase a was consideration given for using Federal explicitly of purchasing new equipment and processing services.	cies of personnel?  oreakout out procure  Iternatives?  cess and surplus property?	ements?	Yes Yes Yes	N/A N/A N/A
Considerations:  Is this procurement necessary to accomplish was consideration given to in-house capabilit was consideration given to consolidating or bwas an analysis made of lease vs. purchase a was consideration given for using Federal explicitly of purchasing new equipment and prowas a preference provided for the purchase,	cies of personnel?  oreakout out procure  Iternatives?  cess and surplus property?	ements?	Yes Yes Yes	N/A N/A N/A

For

Contract Price and Type
How was contract price determined?  Based on price in quote/proposal Price was negotiated*
What type of Contact was entered into?  Fixed Price Time and Materials Cost-Reimbursement
* REQUIRES EXPLANATION BELOW. If price was negotiated, attach communication with vendor around
the negotiation
Disadvantaged Businesses Affirmative Steps
2 CFR §200.321 requires that grantees take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Were small, minority, women-owned or labor surplus area groups solicited for this purchase (ex. conduct an open Google search for small purchases, email minority, women and/or labor surplus firms for competitive bids)?  Yes  No*
*If not solicited, explain why not:
Budget Approval  Is this purchase included in the budget and/or approved by the Finance team if needed?  Yes  No
Name of vendor/contractor selected for work:
Contract/agreement executed with required provisions when required
Form W-9 received
Suspension/Debarment checked online (https://www.sam.gov)
Date of Purchase:
Preparer Sign & Date:
Approver Sign & Date: