

## Procurement Checklist

This checklist addresses procurement with regard to the Uniform Administrative Requirements, Cost Principles, and Audit requirements for grants as stated in 2 CFR 200.

### Project Title:

Document in your grant file and ensure ability to demonstrate the following requirements:

### Solicitations

- Is this solicitation (Request for Proposal, Invitation for Bid, or Request for Quote) included in your file? *2 CFR 200.318(i)*
- Were prospective respondents allowed a reasonable amount of time to respond? *2 CFR 200.320(b)(1)(ii)(A)*
- Does solicitation contain a clear and accurate description of the technical requirements for the material, product or services, scope of work? *2 CFR 200.319(d)(2)*
- Specifications may not contain features that unduly restrict competition. *2 CFR 200.319(c)*
- Are there any unreasonable requirements or unnecessary experience or excessive bonding requirements? *2 CFR 200.319(c)(2)*
- Are there any “brand name” products specified without also listing “or equivalent”? (Brand names may only be used as an example when they are necessary to describe functionality of the product. (i.e. Velcro, Kleenex, etc.) *2 CFR 200.319(c)(6)*
- Is the publication (advertisement, invitation to bid, etc.) included in your file and was it placed in a well circulated source? *2 CFR 200.320(b)(1) et. seq.*
- Are there an adequate number of responses documented in the file (at least 3 quotes are necessary for all small purchases)? Keep records of proposals in your file. *2 CFR 200.320; 2 CFR. 200.320(b)(1)(i)(B); 2 CFR 200.320 (b)(1)(ii)(A); 2 CFR 200.320(b)(2)(i)*
- Are copies of all proposals, to include methodology of evaluation and selection process (e.g. bid summary, tabulation sheet, scoring sheet, cost analysis) if needed, in your file? *2 CFR 200.318(i)*
- Are there any potential conflicts of interest? *2 CFR 200.318(c)(1); 2CFR 200.318(c)(2); 2 CFR 200.319(c)(5)*
- Have you checked SAM.gov for suspension and debarment? (retain a copy for file) *2 CFR 200.213; 2 CFR 200.322(a)*
- Have you taken the necessary affirmative steps for contracting with small and minority businesses, women owned businesses, and labor surplus area firms? *2 CFR 200.321(a)*



## Types of Contracts for Reimbursement

- Lump sum (must state specific expectations and deliverables). *2 CFR 200.318(i-k); 2 CFR 200.320(c)*
- Unit price (must state specific amount per item or an hourly rate). *2 CFR 200.318(i-k); 2 CFR 200.320(c)*

## Prohibited Contracts

- Piggyback (not permitted) (contracts should not exceed 3 years and, if seeking a renewal, it must be considered a completely separate procurement). *2 CFR 200.318(i-k), 2 CFR 200.319; 2 CFR 200.320(c)*
- Open-ended (not permitted) (contracts cannot be charged toward the grant which do not have specific and measurable deliverables). *2 CFR 200.318(i-k); 2 CFR 200.320(c)*
- Other prohibited contracts include: Time and Material contracts and Cost Plus Percentage of Cost Contracts. *2 CFR 200.318(j); 2 CFR 200.323(d)*

## Notes:

