**Micro-Purchase Procurement** – [2 CFR 200.320(a)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320): Restricted to items/services under micro-purchase threshold of $3,000 (threshold updated to $3,500 on 4/24/2018) (may be less under local or State Procurement Policies).

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |
| --- | --- |
| Y | N |
|  |  | 1. Received and reviewed local procurement policy?   Local procurement must meet the minimum standards above. |
|  |  |
|  |  | 1. Did the non-Federal entity distribute micro-purchases equitably among qualified suppliers? |
|  |  | 1. Does the non-Federal entity consider the price to be reasonable? |
|  |  | 1. Were the 6 required affirmative steps taken to assure that minority businesses, women’s business enterprises and labor surplus area firms were used when possible?   2 CFR 200.321 |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. |

**(Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable).**

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Reviewed By:** |  | | **Date:** |  | |
|  |

**Small Purchase Procurement** – [2 CFR 200.320(b)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320): Restricted to items/services under the Simplified Acquisition Threshold of $150,000 (may be less under local or State Procurement Policies).

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |
| --- | --- | --- |
| Y | N |  |
|  |  | 1. Received and reviewed local procurement policy?   Local procurement must meet the minimum standards above. |
|  |  | 1. Were at least three (3) price or rate quotes obtained from qualified sources? If not, how many |
|  |  | 1. Contains work/items consistent with the approved scope of work? |
|  |  | 1. If quotes could not be obtained from an adequate number of qualified sources, was the reason documented? |
|  |  | 1. Were copies of all quotes from the Subrecipient obtained? If bid tabulation is provided instead, copy of the quote from the selected vendor is still needed. |
|  |  | 1. Were goods or services purchased from the vendor with lowest competitive quote? If not, explain |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. |
|  |  | 1. Were the 6 required affirmative steps taken to assure that minority businesses, women’s business enterprises and labor surplus area firms were used when possible? 2 CFR 200.321 |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |

**Sealed Bid Procurement** - [2 CFR 200.320(c)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320): Typically used for items/services over the Simplified Acquisition Threshold of $150,000, but can be used for any cost. Note that this is the preferred method for projects.

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Y | N |  | |
|  |  | 1. Received and reviewed local procurement policy?   Local procurement must meet the minimum standards above. | |
|  |  | 1. Was the invitation for bid publically advertised? | |
|  |  | 1. Contains work/items consistent with the approved Scope of Work? | |
|  |  | 1. Were the work specifications defined? | |
|  |  | 1. Where 3 or more bids received?  If not an adequate number (3), was written justification provided? **Yes**  / **No** | |
|  |  | 1. How much time was allowed between the invitation and the bid opening date?  Is it documented? | |
|  |  | 1. Were the bids opened publically at the time and place prescribed in the invitation for bids? | |
|  |  | 1. Was the lowest responsive and responsible bidder awarded the contract? | |
|  |  | 1. Was a firm fixed price contract award made in writing? | |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. | |
|  |  | 1. Are the reasons for rejecting a bid sound and documented? | |
|  |  | 1. Were the 6 required affirmative steps taken to assure that minority businesses, women’s business enterprises and labor surplus area firms were used when possible?   2 CFR 200.321 |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |
|  |  |

**Competitive Proposal Procurement** - [2 CFR 200.320(d)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320): Often used for items/services over the Simplified Acquisition Threshold of $150,000 where the Sealed Bid method is not used. Qualified vendors/contractors are directly contacted and invited to bid. (Professional Services – Architectural, Engineering and sometimes Consulting Services)

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |
| --- | --- | --- |
| Y | N |  |
|  |  | 1. Received and reviewed local procurement policy?   Local procurement must meet the minimum standards above. |
|  |  | 1. Was the RFP publicized? |
|  |  | 1. Contains work/items consistent with the approved scope of work? |
|  |  | 1. Were the evaluation factors and their relative importance identified? |
|  |  | 1. Were proposal solicited from at least 3 qualified sources? |
|  |  | 1. Was the qualification of sources submitting proposals documented? |
|  |  | 1. Was the method for evaluating and selecting the winning proposal documented? |
|  |  | 1. Were the reasons why the proposal was selected documented? |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. |
|  |  | 1. If price was not a factor, was the contract for architectural or engineering professional services? |
|  |  | 1. Was the most qualified architect or engineer selected? |
|  |  | 1. Were the qualifications and reasons for selection documented? |
|  |  | 1. If sealed bid was not used for construction contract, which of the following applies? (one must apply) [2 CFR 200.320(c)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320) |
|  |  | 1. Complete, adequate and realistic specification or description was unavailable? |
|  |  | 1. Two or more responsible bidders were unwilling and unable to compete for the business? |
|  |  | 1. The procurement lends itself to a fixed price contract and selection can be made based on price? |
|  |  | 1. Were the 6 required affirmative steps taken to assure that minority businesses, women’s business enterprises and labor surplus area firms were used when possible? 2 CFR 200.321 |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |

**Noncompetitive Proposal Procurement -**  [2 CFR 200.320(f)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320)

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |
| --- | --- | --- |
| Y | N |  |
|  |  | 1. Received and reviewed local procurement policy?   Local procurement must meet the minimum standards above. |
|  |  | 1. Contains work/items consistent with the approved Scope of Work? |
|  |  | 1. If the noncompetitive method was used, were the following done? [2 CFR 200.320(f)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1320) |
|  |  | 1. Did the Subrecipient document that all other methods (micro purchase, small purchase, sealed bids, and competitive proposals) were infeasible? |
|  |  | 1. Does one of the following apply? One must apply in order for the noncompetitive proposal to be used: |
|  |  | 1. Was the item only available from a single source? |
|  |  | 1. Was the delay associated with the competitive process not permitted by the emergency? |
|  |  | 1. Did FEMA authorize noncompetitive proposal method? (**Sometimes allowed for Emergency Debris Removal or restoration of power for REC’s** – see FEMA Policies 9580.4 & 9580.6) In some situations, awarding a short-term noncompetitive contract for site-specific work may be warranted; however, if the contract is for a long-term operation lasting weeks or months, the contract should be competitively bid as soon as possible. |
|  |  | 1. After soliciting from a number of sources, was the competition inadequate? Are the number of sources contacted and the reasons for the decisions documented? (**sole source justification**) |
|  |  | 1. Was a cost analysis performed? |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. |
|  |  | 1. Were the 6 required affirmative steps taken to assure that minority businesses, women’s business enterprises and labor surplus area firms were used when possible? 2 CFR 200.321 |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |

**Contract Review:**

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |
| --- | --- | --- |
| **Y** | **N** |  |
|  |  | 1. Is the contract for work/items outlined in the approved Scope of Work? |
|  |  | 1. Is the contract for an amount within the approved budget? (Note any overage amount may be the responsibility of the Subrecipient). |
|  |  | 1. Is the method of payment documented? **Yes**  / **No** 2. How often will the Subrecipient be billed? 3. Will items be billed by weight, unit, etc? |
|  |  | 1. Does the contract include the Federal Contract Clauses from [2 CFR Appendix II to Part 200](https://www.ecfr.gov/cgi-bin/text-idx?SID=729e520b68185550e86dd38e2f3e48db&mc=true&node=ap2.1.200_1521.ii&rgn=div9)?  |  |  | | --- | --- | | 1. Breach of Contract Remedies 2. Termination Clauses | g) Clean Air Act and the Federal Water Pollution Control Act | | 1. Equal Employment Opportunity | h) Energy Policy & Conservation Act | | 1. Davis-Bacon Act (**does not apply to** **disaster funding**) | i) Debarment and Suspension  j) Byrd Anti-Lobbying Amendment | | * Copeland Anti-Kickback Act  1. Contract Work Hours and Safety Standards Act 2. Rights to Invention – Patents & Copyrights (research & development contracts) | k) Procurement of Recovered Materials  l) Access to documents for awarding agency  m) Retention of Records  n) Reporting Requirements | |  |  | |
|  |  | 1. Contract is not a cost plus a percent of costs or a percentage of construction cost contract? These types of contracts are prohibited. [2 CFR 200.323(d)](https://www.ecfr.gov/cgi-bin/text-idx?SID=a9abd6e463eb477c6aed17f104edf283&mc=true&node=se2.1.200_1323&rgn=div8) |
|  |  | 1. Is there a cost ceiling or “not to exceed” provision is included in the contract? |
|  |  | 1. Is the contract not contingent on FEMA reimbursement? |
|  |  | 1. Does the Subrecipient’s contract state that any change to the contract must be done in writing? |
|  |  | 1. Is a contract administration system in place? [2 CFR 200.318(b)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1318) |
|  |  | 1. Does the contract administration system ensure that all contracts are performed according the terms of the contract? |
|  |  | 1. Are the contract administration system procedures in writing and in use? |
|  |  | 1. Do you have written code of standards to ensure that no conflict of interest is involved?   [2 CFR 200.318(c)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9a07decbe4a45f12d41e623822aaf6f5&mc=true&r=SECTION&n=se2.1.200_1318) |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](https://www.sam.gov/portal/SAM/#1)   Proof of verification must be on file for audit requirements. |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |

Contract Amendment Review:

|  |  |
| --- | --- |
| Subrecipient: |  |
| Items/Service Procured: |  |
| Contractor/Vendor: |  |

|  |  |  |
| --- | --- | --- |
| Y | N |  |
|  |  | 1. Does the contract amendment contain work/items consistent with the approved Scope of Work? |
|  |  | 1. Is the contract amendment still within the approved budget? (Note that any overage amount may be the responsibility of the Subrecipient) |
|  |  | 1. Was a cost or price analysis performed? [2 CFR 200.323(a)](https://www.ecfr.gov/cgi-bin/text-idx?SID=eeaeea313d792127cd9a7e6560d2df14&mc=true&node=se2.1.200_1323&rgn=div8) |
|  |  | 1. Does the contract amendment maintain the Federal Contract Clauses from   [2 CFR Appendix II to Part 200](https://www.ecfr.gov/cgi-bin/text-idx?SID=729e520b68185550e86dd38e2f3e48db&mc=true&node=ap2.1.200_1521.ii&rgn=div9)? |
|  |  | 1. Vendor is not suspended or debarred? [http://www.sam.gov](http://www.sam.gov/)   Proof of verification must be on file for audit requirements. |
|  |  | 1. Does the contract amendment not include cost plus percentage of costs or percentage of construction cost verbiage? These types of contracts are prohibited. [2 CFR 200.323(d)](https://www.ecfr.gov/cgi-bin/text-idx?SID=3a14022457200f579be5add8191994ec&mc=true&node=se2.1.200_1323&rgn=div8) |

|  |  |
| --- | --- |
|  | Please explain below any boxes marked with a No: |

|  |  |
| --- | --- |
| **Reviewed By:** |  |
| **Date:** |  |