**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).

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

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| 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).**

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**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).

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

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| 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
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| **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.

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

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| 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 |

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| **Reviewed By:** |  |
| **Date:** |  |
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**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)

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

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| 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
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| **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)

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

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

**Contract Review:**

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

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| **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)?

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| 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 Suspensionj) 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 agencym) Retention of Recordsn) 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. |

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

Contract Amendment Review:

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

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| 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)
 |

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| [ ]  | Please explain below any boxes marked with a No: |

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