



Appendix B: Federal Procurement Checklist

- ☐ Maintain oversight to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders (2 CFR §200.318(b))
- ☐ Maintain written standards of conduct covering conflicts of interest and governing the performance of employees who engage in the selection, award, and administration of contracts (2 CFR §200.318(c))
- ☐ Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources (2 CFR §200.318(h))
- ☐ Maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (2 CFR §200.318(i))
- ☐ If using a time-and-materials contract, ensure that no other contract type is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk (2 CFR §200.318(j))
- ☐ Conduct procurements in a manner providing for full and open competition (2 CFR § 200.319)
- ☐ Use allowable procurement methods, including procurement by micro-purchases, small purchases, sealed bidding, competitive proposals, and non-competitive proposals and ensure corresponding standards are met (2 CFR § 200.320).
- ☐ **Take the following six necessary steps** to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible (2 CFR § 200.321)
 - ☐ 1. Place qualified small and minority businesses and women's business enterprises on solicitation lists
 - ☐ 2. Ensure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
 - ☐ 3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
 - ☐ 4. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises



- ☐ 5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
- ☐ 6. Require prime contractor to take the above affirmative steps if subcontracting.
- ☐ Comply with the procurement of recovered materials guidelines (2 CFR §200.323).
- ☐ Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications (2 CFR §200.324).
- ☐ Follow the bonding requirements for all facility and improvement projects (2 CFR §200.326)
- ☐ Must include applicable contract provisions in all contracts awarded (2 CFR §200.327)