**Procurement Checklist**

**Goods/Services to be procured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procurement date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person overseeing procurement process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This checklist will be used when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.**

**Procurement Plan:**

\_\_\_\_\_ Written procurement plan

\_\_\_\_\_ Authorized purchaser(s) specified

\_\_\_\_\_ Detailed procurement methods to be used (quotes, IFB, RFP, micro-purchasing,

non-competitive negotiation) including detailed procedures for each purchasing

method

\_\_\_\_\_ Advertising procedures

\_\_\_\_\_ Award method clearly described (i.e., line item, bottom line, market basket analysis

or written evaluation of product/service)

\_\_\_\_\_ Vendor notification of award/non-award of contract

\_\_\_\_\_ Code of ethics/conflict of interest policy

\_\_\_\_\_ Instructions for documentation and record-keeping

\_\_\_\_\_ Assignment for Contract oversight

\_\_\_\_\_ Assurance of compliance with all Federal procurement policies

\_\_\_\_\_ Assurance of compliance with all State procurement policies

\_\_\_\_\_ Oher local requirements

**Procurement Procedures:**

\_\_\_\_\_ Letter of invitation

\_\_\_\_\_ Intent of procurement activity

\_\_\_\_\_ Contract time-period

\_\_\_\_\_ Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)

\_\_\_\_\_ Pre-bid/proposal meeting date/time/location (if applicable)

\_\_\_\_\_ Bid opening date/time/location; Proposal opening procedures

\_\_\_\_\_ Contact information

\_\_\_\_\_ Civil Rights Statement

\_\_\_\_\_ Other local requirements

**Terms and Conditions:**

\_\_\_\_\_ Certification regarding disclosure of lobbying ($100,000+)

\_\_\_\_\_ Debarment/suspension certification form ($25,000+)

\_\_\_\_\_ Non-collusion statement

\_\_\_\_\_ Assurance of ethical practices

**Procurement Checklist (continued)**

\_\_\_\_\_ Escalation/de-escalation clause

\_\_\_\_\_ Price determination statement (fixed, fixed with firm price for delivery, etc.)

\_\_\_\_\_ Contract Extension or “roll-over” clause if warranted

\_\_\_\_\_ Buy American statement and instructions

\_\_\_\_\_ Bid/proposal protest procedures

\_\_\_\_\_ Remedy for non-performance/termination of contract

\_\_\_\_\_ HUB statement to involve minority business where possible

\_\_\_\_\_ “Equal Employment Opportunity” compliance statement ($10,000+)

\_\_\_\_\_ Energy Policy and Conservation Act statement

\_\_\_\_\_ Clean Air/Water Act statement ($100,000+)

\_\_\_\_\_ Civil Rights Act statement

\_\_\_\_\_ Jessica Lunsford Act requirements

\_\_\_\_\_ Return of Discounts, Credits and Rebates to SFA statement

\_\_\_\_\_ Record retention and record access requirements (records maintained for three

years (plus the current year) from final payment of contract and/or renewal; all base

solicitations must be maintained for three years after the final payment on the

contract)

\_\_\_\_\_ Method of shipment/delivery requirements

\_\_\_\_\_ Method of payment, invoices, statements, etc.

\_\_\_\_\_ Purchase instrument to be used and how vendor will receive purchase orders

\_\_\_\_\_ Compliance with Jessica Lunsford Act

\_\_\_\_\_ Bid certification form

\_\_\_\_\_ Other State or local requirements

\_\_\_\_\_ Specifications that are sufficiently detailed to get what is needed but not so specific

as to restrict competition

\_\_\_\_\_ Product specifications (approved brand and/or equivalent)

\_\_\_\_\_ Quantity

\_\_\_\_\_ Quality

\_\_\_\_\_ Packaging

\_\_\_\_\_ Pricing (unit and extended)

\_\_\_\_\_ Procedure for documenting/pre-approving any substitutions and/or deviations

\_\_\_\_\_ Other local requirements

**Documentation and Records:**

\_\_\_\_\_ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized

purchasers maintained on the original solicitations

\_\_\_\_\_ Comparison charts and to document procurement decisions and contract awards

\_\_\_\_\_ Record of public bid openings and/or proposal openings if proposals will be publicly

opened

\_\_\_\_\_ Copies of contract award/non-award letters

\_\_\_\_\_ Copies of advertisements for solicitation of good/services

\_\_\_\_\_ Determination/document of correct procurement method used

\_\_\_\_\_ Evaluation of escalation/de-escalation clause

\_\_\_\_\_ Evaluation of Contract Extension/Amendment (roll-over clause)

**Procurement Checklist (continued)**

\_\_\_\_\_ Evaluation/documentation of contract re-negotiations/changes to original contract at

the timelines and under the same conditions specified in the original solicitation

document

\_\_\_\_\_ Evaluation of return of discounts, credits and rebates (as applicable) and detailed

procedure indicating how/when the discounts, rebates and credits would be

assigned to the SFA by the contractor

\_\_\_\_\_ Evaluation of whether procurement methods/activities are consistent with the SFA’s

Approved written procurement plan

\_\_\_\_\_ Evaluation of procedures for ensuring records retention requirements are met and

where/how all documents pertaining to the solicitation and contract/contract

amendments will be maintained

\_\_\_\_\_ Non-competitive purchases (sole source, emergency, etc.) are appropriately

documented and have received approval from State agency or governing board prior

to award, including purchases through means *of piggybacking* onto another SFA’s

solicitation document

\_\_\_\_\_ Invoices/payments for items purchased with school nutrition funds

\_\_\_\_\_ Documentation of any contractor performance or breach of contract from vendors

\_\_\_\_\_ Provision requiring the Contractor to abide with the Iran Divestment

Act of 2015.

\_\_\_\_\_ Other local requirements

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1. mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

1. fax: (202) 690-7442; or
2. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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