**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.

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