



## Federal Procurement Checklist

Choice Partners purchasing cooperative offers quality, legal procurement and contract solutions to meet government purchasing requirements. We also meet all of the EDGAR/Uniform Guidance/2 CFR 200 requirements.

FEMA requires an applicant that decides to use a cooperative purchasing program to document and explain how its use of the program complied with all federal procurement standards and applicable state, tribal and local procurement rules and policies.

Choice Partners offers the following checklist as a guide to pulling together required procurement package documentation in support of our member's use of Choice Partners contracts for their FEMA projects.

Page 1 of the checklist demonstrates all the requirements that have been met by Choice Partners. The documentation listed on Page 1 can be found under the 'Due Diligence' section of the selected vendor contract.

Page 2 of the checklist represents the items that must be documented by the Choice Partner member to complete the FEMA required procurement package.



## PROCUREMENT PACKAGE CHECKLIST

Vendor Name: \_\_\_\_\_ Contract No.: \_\_\_\_\_

	Reference	Present
<b>Choice Partners Procurement Documents</b>		
Independent Estimate - Prior to Soliciting Bids	2 C.F.R. § 200.323	x
Final Solicitation Document	2 C.F.R. § 200.319	x
Documentation of Full and Open Competition	2 C.F.R. § 200.319	x
Solicitation Vendor Invitation List	2 C.F.R. § 200.318(i) and 200.319	x
Other Documentation Inviting Full and Open Competition	2 C.F.R. § 200.319	x
Documentation of Applicable SOW or goods required	2 C.F.R. § 200.319	x
Public Advertisement of Solicitation	2 C.F.R. § 200.320	x
Documentation of Good Faith Efforts to Take Affirmative Steps to Include M/WBE Firms	2 C.F.R. § 200.321	x
Solicitation Process Addenda (if any)	2 C.F.R. § 200.318(i)	x
List of Firms Responding to Solicitation/Public Opening Bid-Proposal Log Sheet	2 C.F.R. § 200.318(i)	x
Bid Tabulation	2 C.F.R. § 200.318(i)	x
Cooperative Cost/Price Analysis	2 C.F.R. § 200.323	x
Evaluation Summary	2 C.F.R. § 200.318(i)	x
Suspension and Debarment Check/Certification	2 C.F.R. § 200.213	x
Cooperative Governing Board Approval of Contract Award (if required)	2 C.F.R. § 200.318 (a)	x
Cooperative Contract with Awarded Vendor	2 C.F.R. § 200.318(i)	x
Presence of Required Contract Clauses	2 C.F.R. §200.326 & Appendix II 2 C.F.R. § 200	x



## PROCUREMENT PACKAGE CHECKLIST

Vendor Name: \_\_\_\_\_

Contract No.: \_\_\_\_\_

	Reference	Present
<b>Choice Partners Member - Additional Procurement Documents</b>		
Applicant Cost/Price Analysis	2 C.F.R § 200.323; FEMA Fact Sheet Cooperative Purchasing Programs dated 9.18.2018	
Rationale as to Procurement Method Selected	2 C.F.R. § 200.318(i)	
Rationale for Selecting Contract Type (fixed price, cost reimbursement, or T&M)	2 C.F.R. § 200.318(j)	
Documented Suspension and Debarment Check	2 C.F.R. § 200.213	
Applicant Board Approval of Vendor Contract (if required by local govt. policy)	2 C.F.R. § 200.318 (a)	
Documentation of Applicant's Good Faith Efforts to Take Affirmative Steps to Include M/WBE Firms (if not present with Cooperative bid process).	2 C.F.R. § 200.321	
Documentation of Applicant Requirement for Prime Contractors to Make Good Faith Efforts to take Affirmative Steps to include M/WBE When Subcontracting	2 C.F.R. § 200.321	
Copy of Applicant Contract/PO with Vendor	2 C.F.R. § 200.318(i)	
Presence of Required Contract Clauses	2 C.F.R. § 200.326 & Appendix II 2 C.F.R. § 200	
Documentation of meeting bonding requirements (if applicable).	2 C.F.R. § 200.325	
Documentation of compliance with Procurement of Recovered Materials (if applicable).	2 C.F.R. § 200.322	
Documentation of Applicant Maintaining Oversight of Contractors	2 C.F.R. § 200.318 (b)	
Conflict of Interest Policy	2 C.F.R. § 200.318(c)(1)	
Local Government Procurement Policy	2 C.F.R. § 200.318 (a)	