

# Procurement Checklist

Revised 8/8/15

<b>Agency:</b> _____ <input type="checkbox"/> 5311 <input type="checkbox"/> 5310 <input type="checkbox"/> 5316 <input type="checkbox"/> 5317 <b>Purchase Request:</b> <input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Services <b>Item(s):</b> _____ <b>Estimated Total Cost:</b> _____ <b>Describe Purpose:</b> _____ _____ _____ _____
<b>Note: *Purchases \$500 or less may be purchased locally without quotes.</b>

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>I. <u>\$501 to \$5,000 – (no bid required)</u></b>                          | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
| 1. Written documentation of agency/organization’s informal procurement methods | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Copy of the price or rate quote   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|--------------------------|--------------------------|--------------------------|
| <b>II. <u>\$5,001 to \$50,000 – (at least two written quotes required)</u></b>   | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
| 1. Copy of written request to MDOT to purchase equipment, property, supplies or services \$5,001 - \$50,000  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of Cost Estimate (Prepared prior to getting quotes)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copies Quotes solicited from at least (2) two or more suppliers  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ The quote has clearly and accurately described the technical requirements  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ The project has clearly set for the requirements the vendor must fulfill   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ The project has made positive efforts to utilize disadvantaged business enterprises  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Documentation of search on the System for Awards Management (SAM) to identified debarred or suspended bidders at <u><a href="http://www.SAM.gov">www.SAM.gov</a></u> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Copy of the cost breakdown for the proposed project   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Copy of Cost Price Analysis (Prepared after receipt of Quotes)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Purchasing Schedule   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Written notice to proceed (and recommendations) from MDOT   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Copy of the Third Party Contract (with required contract clauses)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Written notice for processing changes in purchase orders to MDOT  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

When procuring property, supplies, equipment or services under and FTA formula grant the MDOT and all sub-recipients will follow State procurement procedures. This checklist is intended to ensure proper procurement of any purchase meeting the minimum threshold.

YES	NO	N/A
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### III. \$50,001.00 and above (bid required)

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|--|--------------------------|--------------------------|--------------------------|
| 1. Copy of written request to MDOT to purchase equipment, property, supplies or services \$50,001 and above  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Advertising for competitive bids once a week for (2) consecutive weeks in a regular newspaper (published in the county or municipality in which such agency or governing authority is located) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Proposed purchase terms, conditions, technical specifications and bid advertisement(s) to MDOT   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Bid requests advertised in at least one newspaper with general daily circulation within the project's service area  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Bid requests mailed directly to potential bidders throughout the service area   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of the Request for Proposal (RFP)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of Cost Estimate (Prepared prior to RFP Release)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of Cost Price Analysis (Prepared after receipt of Proposals)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of RFP evaluation of proposal   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of explanation of the basis for selection of contractor – including evaluation criteria and results of the grantee's technical evaluation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of a list of all proposals received   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of a cost breakdown for the proposed contract   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of the bid advertisement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copy of the final bid specifications   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Written notice to proceed (and recommendations) from MDOT (prior to the execution of an agreement between the sub-recipient and the selected bidder)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Recommendation(s) made by the project as to bid award  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Documentation of search on the System for Awards Management (SAM) to identified debarred or suspended bidders at <u><a href="http://www.SAM.gov">www.SAM.gov</a></u> .                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Copies of the bids submitted along with any pertinent correspondence relating to exceptions to the approved specifications   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Documentation of agency procedures for processing change orders in equipment purchased  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Documentation/notice to MDOT for change orders (that affect the contract price)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Copy of the Third Party Contract (with required federal contract clauses, must be included with all contracts/purchase agreements)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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# Procurement Checklist Verification Form

## PTD USE ONLY

Purchase Request:    Equipment    Supplies    Services

Agency: \_\_\_\_\_

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

Project:    5311    5310    316    317

Grant No: \_\_\_\_\_

<b>Procurement Request</b>					
Type	No. of Units	Vendor/Supplier/ Contractor and Location	Federal Cost	Local Cost	Total Cost
<b>Total</b>					

**Comments:**

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\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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