



American Rescue Plan Procurement Checklist

Project Name

Method of Procurement

- Micro-purchased \$0.01 to \$9,999.00 Quotes are recommended to show reasonable cost not required for reimbursement.
- Procurement by small purchase \$10,000 to \$50,000 and up. Requires 3 quotes. During a declaration of emergency, small purchase is increased to \$99,999.99.
- Procurement by sealed bids \$50,000 and up. Contract awarded to the lowest responsive, responsible bidder with a firm-fixed price contract (lump sum or unit price). Must have at least two bids to show competition. During a declaration of emergency, sealed bids is increased \$100,000.
- Procurement by competitive proposals. Applies to all items/services from \$50,000 +, Requires a publicized RFP, and at least 2 competitive proposals. Awarded to the cost effective for your program. During a declaration of emergency, sealed bids is increased to \$100,000.
- Was price the primary determination of your selection
- Does the solicitation clearly outline the scoring criteria and associated weights used of selection?
- Non-competitive Proposals- Restrictive. Must meet 2 CFR 200.320 (S)(f).
- For sealed bids, Competitive, and non-competitive proposal, ITB's and FRP must be publicized and you must retain the full bid or proposal package in your records as part of your procurement documentation. That includes the advertisement, specifications, solicitations, all bids/proposals and the justification for how the bid/proposal was awarded.

Solicitation

- Yes** **No** **N/A** Is the solicitation (Request for Proposal (RFP), Invitation to Bid (1TB), or Request for Quotes(RTQ) included in your file?
- Yes** **No** **N/A** Were prospective respondents allowed a reasonable amount of time to respond?
- Yes** **No** **N/A** Does solicitation contain a clear and accurate description of the technical requirements for material, product or services, scope of work (SOW)? Must identify all requirements which the vendors must fulfill and all other factors to be used in evaluation bids or proposals.
- Yes** **No** **N/A** Specifications may not contain features that unduly restrict competition.
- Yes** **No** **N/A** Are there any unreasonable requirements or unnecessary experience or excessive bonding requirements?
- Yes** **No** **N/A** Are there any "brand name" products specified without also listing "or equivalent", "compatible with"? (Brand names may only be used as an example when they are necessary to describe functionality of the product. i.e. Velcro ...etc.
- Yes** **No** **N/A** Is the publication (advertisement, invitation to bid, etc....) included in your file and was it placed in a well circulated source?
- Yes** **No** **N/A** Are there an adequate number of responses documented in the file (at least 3 quotes are necessary for all small purchases)? Keep records of proposals in your file.
- Yes** **No** **N/A** Are copies of all proposals, to include methodology of evaluation and

selection process (e.g., bid summary, tabulation sheet, scoring sheet, cost analysis if needed included in your file? You also must keep the request documentation or solicitation which conveyed to vendors what you need as part of your procurement documentation.

Yes **No** **N/A** Are there any potential conflicts of interest?

Yes **No** **N/A** Have you checked the Federal debarred and suspended list at sam.gov (federal) and auditor.state.oh.us (state)? Print copy of what you find.

Yes **No** **N/A** Have you taken the 6 necessary affirmative steps for contracting with small and minority businesses, women's business enterprises, and labor surplus are firms?

Types of Contracts for Reimbursement

- o Lump sum - contract for work within a prescribed boundary with a clearly defined scope and a total price.
- o Unit price - Work done on an item-by-item basis, with cost determined per unit
- o Piggyback (**not permitted**) (contracts should not be exceeding 3 years and, if seeking a renewal, it must be considered a completely separate procurement.)
- o Open ended (**not permitted**) (contracts cannot be charged toward the grant which do not have specific and measurable deliverables).
- o Other prohibited contracts include: Time & Materials Contracts and Cost-Plus Percentage of Cost Contracts.
- o A contract must begin, end, be invoiced and paid within the grant period of performance in order to be reimbursed.
- o When you are procuring a contract, it is important to ensure that required clauses are included in your contract per 2 CFR 200.326 and 2 CFR 200 app II.

For every procurement with federal funds there are 3 necessary aspects which should guide your decisions.

1. **Reasonable** - Nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost.
2. **Allocable** - It meet the guidance and eligibility of federal grant award: and, the goods or services involved are chargeable or assignable to that Federal award.
3. **Allowable** -The Federal award may be subject to statutory requirements that limit the allowability of cost.

_____ Approved for Cares Act Procurement, County Prosecutor

_____ Approved: County Commissioners Board President

_____ Approved: County Commissioner

_____ Approved: County Commissioner

_____ Funds Available: County Auditor