

**Procurement:**  
*Understanding the requirements for a  
full and timely reimbursement*

# PROCUREMENT CHECKLIST

<b>Project Title:</b>		
<b>Document in Your Grant File and be Prepared to Demonstrate the Following:</b>		
<b>SOLICITATION</b>		
<input type="checkbox"/>	Is the solicitation (Request for Proposal [RFP], Invitation to Bid [ITB], or Request for Quotes [RFQ]) included in your file?	2 Code of Federal Regulations (CFR) 200.324; 2 CFR 200.318 (i)
<input type="checkbox"/>	Were prospective respondents allowed a reasonable amount of time to respond?	2 CFR 200.320 (c)(2)(i)
<input type="checkbox"/>	Does solicitation contain a clear and accurate description of the technical requirements for the material, product or services, scope of work (SOW)?	2 CFR 200.319 (c)(1)
<input type="checkbox"/>	Specifications may not contain features that unduly restrict competition.	2 CFR 200.319 (c)(1); 2 CFR 200.323 (b)
<input type="checkbox"/>	Are there any unreasonable requirements or unnecessary experience or excessive bonding requirements?	2 CFR 200.319 (a)(2)
<input type="checkbox"/>	Are there any "brand name" products specified without also listing "or equivalent"? (Brand names may only be used as an example when they are necessary to describe functionality of the product. i.e. Velcro...etc.)	2 CFR 200.319 (a)(6)
<input type="checkbox"/>	Is the publication (advertisement, invitation to bid, etc...) included in your file and was it placed in a well circulated source?	2 CFR 200.320 (c)(2) et seq.
<input type="checkbox"/>	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.	2 CFR 200.320 (a); 2 CFR 200.320 (b); 2 CFR 200.320 (c)(1)(ii); 2 CFR 200.320 (d)
<input type="checkbox"/>	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?	2 CFR 200.320 (d)(1-5)



**SOLICITATION (CONTINUED)**

<input type="checkbox"/>	Are there any potential conflicts of interest?	2 CFR 200.318 (c)(1); 2 CFR 200.318 (c)(2); 2 CFR 200.319 (a)(5); 2 CFR 200.323 (a)
<input type="checkbox"/>	Have you checked the Federal debarred and suspended list at sam.gov? (print out the results)	2 CFR 200.213; 2 CFR 200.318 (h)
<input type="checkbox"/>	Have you checked the State debarred and suspended list at <a href="http://www.auditor.state.oh.us/findings.html">http://www.auditor.state.oh.us/findings.html</a> ? (print out the results)	2 CFR 200.213; 2 CFR 200.318 (h)
<input type="checkbox"/>	Have you taken the 6 necessary affirmative steps for contracting with small and minority businesses, women's business enterprises, and labor surplus area firms	2 CFR 200.321 (b)(1-6)

**WHAT IS THE METHOD OF PROCUREMENT?**

<input type="checkbox"/>	Procurement by micro-purchase \$0.01 to \$3,499.99	2 CFR 200.320 (a); 2 CFR 200.67; 48 CFR 2.101
<input type="checkbox"/>	Procurement by small purchase \$3,500 to \$49,999.99	2 CFR 200.320 (b); 2 CFR 200.88; ORC 125.05
<input type="checkbox"/>	Procurement by sealed bids \$50,000.00 and up. Contract awarded to the lowest responsive, responsible bidder with a firm-fixed price contract (lump sum or unit price).	2 CFR 200.320 (c) et seq.
<input type="checkbox"/>	Procurement by competitive proposals.	2 CFR 200.320 (d)(1-5)
<input type="checkbox"/>	Was price the primary determinate of your selection criteria?	2 CFR 200.320 (d)(5)
<input type="checkbox"/>	Does the solicitation clearly outline the scoring criteria and associated weights used for selection?	2 CFR 200.320 (d)(5)
<input type="checkbox"/>	Procurement by non competitive proposals. (This is no longer accepted except in exceedingly rare circumstances and requires pre-approval for each procurement.)	2 CFR 200.320 (f)(1-4)

**TYPES OF CONTRACTS FOR REIMBURSEMENT**

<input type="checkbox"/>	Lump sum (Must state specific expectations and deliverables.)	2 CFR 200.318 (i-k); 2 CFR 200.320 (c)
<input type="checkbox"/>	Unit price (Must state specific amount per item or an hourly rate.)	2 CFR 200.318 (i-k); 2 CFR 200.320 (c)



## PROHIBITED CONTRACTS

<input type="checkbox"/>	Piggyback (NOT PERMITTED) (Contracts should not exceed 3 years and, if seeking a renewal, it must be considered a completely separate procurement.)	2 CFR 200.318 (i-k); 2 CFR 200.319; 2 CFR 200.320 (c)
<input type="checkbox"/>	Open-ended (NOT PERMITTED) (Contracts can not be charged toward the grant which do not have specific and measureable deliverables.)	2 CFR 200.318 (i-k); 2 CFR 200.320 (c)
<input type="checkbox"/>	Other prohibited contracts include: Time & Materials Contracts and Cost-Plus-Percentage-of-Cost Contracts	2 CFR 200.318 (j); 2 CFR 200.323 (d)

## PURPOSE

This **PROCUREMENT CHECKLIST** is a companion job aid to the **PROCUREMENT GUIDE: Protect your Budget and Prepare your Community!** It is designed as a resource for procurement officers, purchasing agents, emergency management directors and grants management professionals who contract using FEMA grant funds.

## DISCLAIMER

This document provides guidance on Federal procurement regulations. It does not and is not designed to address all procurement issues that a subgrantee may experience and may be subject to other interpretation. It is the subgrantee's responsibility to assure all Federal regulations are followed in all circumstances involving Federal funding. This is not a substitution for addressing any legal issues with your legal counsel and this does not constitute legal advice on procurement from Ohio EMA.

## OVERVIEW

This checklist addresses strictly procurement with regard to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for FEMA grants as stated in 2 CFR 200. Note that 2 CFR 200 is an Omni Circular addresses all federal grants and further grant specific guidance can be obtained from the local grant guidance located at <http://www.ema.ohio.gov/PreparednessGrantsBranch.aspx> or contact your grants specialist at the Ohio EMA Preparedness Grants Branch.

