

PROCUREMENT PROCESS CHECKLIST

Procurement No. _____

Check off each item as it is accomplished. File only the pages used for each required form in the Procurement File.

- For all procurements, use the **SPECIFYING DELIVERABLES CHECKLIST**. Complete the section that applies to the object (goods or services) of the procurement. ***Do not use specifications provided by a potential bidder unless those specifications are generic enough that many vendors could respond.***
- Complete page 1 of the **PROCUREMENT RESEARCH/CONTACT WORKSHEET** to determine if the goods or services can be obtained through some mechanism other than procurement.
- Determine the type of procurement required to competitively obtain the needed goods or services.
 - If the purchase is \$250 or less and a similar item(s) has not been purchased for a minimum of 30 days, the procurement can be a **Small Purchase Procurement**.
 - Complete the top and bottom sections on Page 2 of the **PROCUREMENT RESEARCH/CONTACT WORKSHEET**.
 - Use one of the **Company Contacted** sections to identify the vendor.
 - Do not proceed further in this checklist.
 - If the purchase is more than \$250 but equal to or less than \$10,000 cumulative for the year, the procurement can be an **Informal Competitive Bid**.
 - Complete the appropriate page(s) of the **INDEPENDENT COST ESTIMATE WORKSHEET – GOODS** or **INDEPENDENT COST ESTIMATE WORKSHEET – SERVICES**.
 - Complete the second page of the **PROCUREMENT RESEARCH/ CONTACT WORKSHEET**.
 - Complete the **PROCUREMENT REVIEW WORKSHEET**.
 - Do not proceed further in this checklist.
 - If the purchase is more than \$10,000 cumulative for the year, the procurement must be a **Formal Competitive Bid**.
- Formal Competitive Bid Process:**

Abbreviations: RFP (Request for Proposal), RFQ (Request for Quote), IFB (Invitation for Bid)

 - Use the **CONTRACT SELECTION CHECKLIST** to determine the contract type that will be used.
 - Use the **SUB-RECEIPT/VENDOR CHECKLIST** to determine the level of provider that will be used.
 - Use the **INDEPENDENT COST ESTIMATE WORKSHEET – GOODS** or **INDEPENDENT COST ESTIMATE WORKSHEET – SERVICES** to develop a cost estimate.

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- Prepare an Action Brief for Executive Director approval stating what is needed, why, and procurement type. Attach:
 - SPECIFYING DELIVERABLES CHECKLIST,
 - Page 1 of **PROCUREMENT RESEARCH/CONTACT WORKSHEET**,
 - **CONTRACT SELECTION CHECKLIST**,
 - **SUB-RECIPIENT/VENDOR CHECKLIST** and
 - Appropriate **INDEPENDENT COST ESTIMATE WORKSHEET**.
- Develop a timeline for the process and send to the PIC, Board and involved staff.
- Prepare a list, if needed, of facilities or equipment that might have to be provided for or by the Contractor to perform the contract.
- Identify those responsible for the following and enter their names on this checklist.
 - Development of specifications/statement of work.
 - Completion and issuance of bid package.
 - Obtaining approval for agency-specific forms or memoranda.
 - Development of pre-bid estimate.
 - Publication of solicitation notice.
 - Bid/Proposal evaluation including cost/price analysis where required.
 - Beginning and completion of negotiations if they are necessary.
 - Justifications and approvals for non-competitive or sole source procurement.
 - Preparation of contract document including obtaining approvals and contract award.

FOR THE FOLLOWING ACTIVITIES, REFER TO PREVIOUS COMPETITIVE BIDS FOR WORDING, EVALUATION PROCESS, ETC. TO AVOID RECREATING ACCOMPLISHED WORK.

- Using the **SPECIFYING DELIVERABLES CHECKLIST** and the **SAMPLE RFQ**, write the specifications for goods, services or a Statement of Work in language appropriate for an RFQ. Ensure specifications meet OMB POLICY LETTER 92-4 Procurement of Environmentally-Sound and Energy-Efficient Products and Services (available in Appendix).
- Using the **EVALUATION PROCESS CHECKLIST**, the **EVALUATION RATING WORKSHEET**, and the **SAMPLE RFQ**, develop the evaluation criteria and procedure.
- Using the **PROCUREMENT BID PACKAGE** and the **NON-RESTRICTIVE PROCUREMENT CHECKLISTS**, prepare the bid package.
- Revise the current bidder list. If not available from Purchasing, develop a list. Use the telephone book, talk to other SDAs, and contact businesses that might use the same goods or services for the names of their vendors. Select local businesses before regional or national where possible.
 - The list should have a minimum of ten businesses to be notified of the procurement.
 - Contact state, county and city offices for lists of qualified small, minority, and women's businesses to include on the bidder list.

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- Write an advertising notice that contains the following:
 - Announcement of RFP/RFQ/IFB.
 - RFP/RFQ only**: Summary of Statement of Work or services solicited.
 - IFB only**: Summary of material, equipment, or services solicited.
 - Dollars available for contracting service.
 - Location of RFP/RFQ/IFB for inspection.
 - Time, date and place of pre-bid conference (at least two weeks after advertisement).
 - Time, date, and place proposal is due (at least two weeks after pre-bid conference).
 - IFB only**: Time, date, and place bids will be opened.
 - Name and phone number of contact person for information.
 - The Company name and address.
 - Statement that responses are encouraged from minority, small and women's businesses.
- Write letter of solicitation to be sent to potential bidders that contains the same information as in the advertisement.
- Send letter of solicitation to all on bidder list. Mail all on same day to insure integrity of competitive process.
- Publish notice in a paper of general circulation within the county for two to three weeks.
- Distribute RFPs/RFQs/IFBs based on responses to letter of solicitation.
- Hold pre-bid conference with all interested offerors, if needed.
- Receive proposals, time and date stamping each.

RFP/RFQ only:

- Select evaluation panel and enumerate their roles and responsibilities using the **EVALUATION PROCESS CHECKLIST**.
- Keep bid and negotiation information from the general public to maintain confidentiality.
- Preliminary review to eliminate bids not meeting minimum qualifications (bid requirements).
- Evaluate proposals. Use the forms listed in the **EVALUATION PROCESS CHECKLIST** and the forms developed from the **EVALUATION RATING WORKSHEET**.
- Negotiate with bidders, if needed.
- Document negotiations.
- Make final recommendations on bidder or bidders to be considered for contract award.
- Conduct on-site pre-award surveys of proposed sub-grantees/contractors' organizations to ascertain if offeror will be able to meet requirements of award.
- Select the proposal that receives the highest technical and cost evaluation scores and prepare recommendation to the RVPIC

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IFB only:

- At the stated date and time, open all bids. (Note: Openings are open to the public.)
- Read bids aloud. The contract manager or a second employee should be in attendance to record the bids as read, noting company name and bid amount.
- Allow public examination of bids in presence of the contract manager. (Note: All bids are accepted without discussion, negotiation or change.)
- Determining responsiveness and validity of lowest bid.
 - Compare bid to those submitted to determine if amount appears reasonable.
 - Verify that the bid conforms to the specified requirements.
 - Contact bidder's references to determine bidder's technical ability to perform.
 - Verify bidder's financial ability to maintain operations for the contract period.
- If lowest bidder proves not to be responsible, prepare a statement that the lowest bidder was not selected and the reason(s) why. Repeat the four-step process for the next lowest bidder until a responsible bidder is found and document all rejections.
- If upon comparing the lowest bid to the costs of providing the service in-house, the decision is to provide in-house, complete **IN-HOUSE PROVISION OF SERVICES CHECKLIST**.
- If only one bid is received and it is determined that no other providers will respond then a sole source procurement will be necessary. Complete the **SOLE SOURCE PROCUREMENT CHECKLIST**.

RFP/RFQ/IFB:

- Prepare a letter of recommendation for the lowest responsive and responsible bidder to the RVPIC for their approval.
- After RVPIC approval, prepare the necessary sub-agreement/contracts based on bid specifications and special provisions for Board approval.
- Prepare an official notice of award and send to successful bidder.
- If no award is to be made, cancel the RFP/RFQ/IFB and note the date, cancellation and reason on the **PROCUREMENT REVIEW WORKSHEET**. Notify all bidders of cancellation.
- Notify unsuccessful bidders by sending letter indicating name and address of successful bidder and contract amount. **RFP/RFQ only:** Unsuccessful bidders may not be told their individual ratings or the ratings of other bidders but may be given specific information as to weaknesses in their proposals.
- Retain one copy of each unsuccessful bid/proposal to be filed in the procurement file.
- Hold post-award conference with the chosen vendor/sub-recipient to clarify and document contract terms and conditions, work statement, transmittal and execution process and invoicing.
- Sign contract.
- Begin operations.