

## **SPECIFYING DELIVERABLES CHECKLIST**

Procurement No. \_\_\_\_\_ Bid No. \_\_\_\_\_

Any item that is not checked should be reviewed to determine if the item should be added to ensure a clear understanding of what will be evaluated.

The procurement statement will include how the following criteria will be used to evaluate the proposals.

Ensure specifications meet **OMB POLICY LETTER 92-4** Procurement of Environmentally-Sound and Energy-Efficient Products and Services.

As much as practical, the purchase of American-made goods is preferred.

### **For Supplies and Equipment:**

- For **supplies**, specific statements as to:
  - Type.
  - Weight.
  - Container size, if applicable and amount, i.e. reams, boxes, bottles.
- For **equipment**, specific statements as to:
  - Every activity the equipment is expected to perform, i.e. duplex printing, original feed for copies, etc.
  - Assembly requirements, if applicable.
  - Service on equipment expected from vendor.
  - Warranties.
  - How warranty repair work is accomplished and timeframes.
  - Availability of loaners and timeframe to obtain.
  - Maintenance requirements to uphold warranty.
- For **both supplies and equipment** include:
  - Quantity.
  - Quality.
- Delivery times.
  - Delivery charges.
  - Charges to return item.
  - Ratings by national rating organizations or companies, if applicable.
  - Price.

### **For Construction:**

- Using the criteria for equipment, describe the materials, services, equipment, or structure use in such accurate terms that only one interpretation is possible.

## **SPECIFYING DELIVERABLES CHECKLIST**

Procurement No. \_\_\_\_\_ Bid No. \_\_\_\_\_

### **For Services Provided by a Vendor or Sub-Recipient:**

- Services to be performed **OR**
- If bidders must state what they intend to do, the evaluation criteria must include that bidders will be evaluated on their ability to clearly state their concept of the work to be accomplished and realistic time frames for each segment of the work.
- Criteria used to judge ability to meet program design specifications at a reasonable cost.
- Performance goals (overall results), objectives (interim results), and timeframes.
- Maximum or minimum performance standards.
- Necessary internal accounting and operational controls.
- Criteria used to judge ability to meet regulatory and reporting requirements.
- Vendor or sub-recipient required information:**
  - Technical experience of the firm.
  - The same or similar work for local private, public, or non-profit organizations.
  - The same or similar work for entities similar to the Company.
  - Qualifications of staff, including consultants, to be assigned to the work.
    - Education, including continuing education taken within last three to five years.
    - Position in the firm.
    - Years and type of experience.
    - Staffing consistent with proposed program.
  - Type of supervision by management staff, including days and hours.
  - Size and organizational structure of the firm.
  - References or other evaluation sources.
  - Adequate financial resources or the ability to obtain them.
  - A satisfactory record of integrity, business ethics, and fiscal accountability.
  - Price quotation including estimates, budgets, etc.
  - Line-item budget, if applicable.

## **SPECIFYING DELIVERABLES CHECKLIST**

Procurement No. \_\_\_\_\_ Bid No. \_\_\_\_\_

### **For Training Services Provided by a Sub-Recipient:**

- Services to be performed.
  - Applicant services, if applicable.
  - Participant services.
  - Supportive services.
- Standards or Criteria for Performance.
  - Outcomes to be obtained for applicants, i.e. recruitment/intake.
  - Program design/content standards.
  - Outcomes to be obtained for participants, i.e. skills levels and timeframes.
  - Assumptions on completing and placement rates.
- Administrative Requirements.
  - Applicant/Participant records.
  - Program status records and reports.
  - Financial records and reports.
  - Property management requirements for JTPA funded equipment, if any.
  - Plan to coordinate proposed services with local organizations, if any.
- Vendor or sub-recipient required information:**
  - Location, facilities and handicapped accessibility.
  - Hours of operation and duration of programs.
  - Demonstrated quality of training.
  - Training completion rates.
  - Reasonable drop-out rates.
  - The ability to provide or arrange for supportive services, including child care.
  - Job placement rates.
  - Licensure rates.
  - Employment retention rates.
  - Earning rates of participants.
  - For Title II programs, the provision services that can lead to participants with identified deficiencies achieving competency standards.

## **SPECIFYING DELIVERABLES CHECKLIST**

Procurement No. \_\_\_\_\_ Bid No. \_\_\_\_\_

### **Individual Referrals (Tuition-based training):**

- The location of vendors relative to Participant needs.
- The availability of child care through or near vendors.
- The ability to coordinate PELL and Federal grant programs with the vendor.
- The availability of facilities for the disabled.
- The length and content of offered training programs.
- Course prerequisites.
- The availability of remediation.
- The availability of scholarships or discounts.
- (Optional) Completion and placement rates.