

## Document Collection Checklist – Quotes Required

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*Use this checklist to assure all necessary information has been submitted, including required signatures, titles, resolutions, and notarizations to allow for earliest possible approvals. During and at completion of solicitation process the following should be collected and retained.*

*The Checklist below is intended to offer guidance through the collection process of a procurement to assure, as comprehensive as possible, strong file retention when utilizing federal funding, it does not constitute full compliance. State and local procurement guidelines may supersede federal practices and should be reviewed for further compliance requirements.*

- ☐ Written Procurement Procedures (Required) – Recipients are required to have written procurement procedures. For guidance on their development see current Federal Circular 4220, Chapter III).
- ☐ Procurement System Review (PSR) - Became familiar with the PSR process to perform and maintain efficient and effective procurement systems. To read further guidance on the PSR please go to: <https://www.transit.dot.gov/funding/procurement/third-party-procurement/guide-procurement-system-reviews>
- ☐ Procurement History – Recipient is required to maintain and make available to FTA upon request a written procurement history. For guidance on recommended content please see current Federal Circular 4220, Chapter III).
- ☐ Copies of quotes of all vendors - Including required submission documents as applicable.
- ☐ Are required Federal Clauses and Certifications attached with signatures as applicable?
- ☐ Itemized tabulation of quotes through Price or Cost Analysis including documentation of process used.
- ☐ Copies of any required Pre-Award documents – Certification of compliance with any associated Federal Requirements.
- ☐ Reviewed the Excluded Parties List located at <https://sam.gov/> to assure the parties under consideration are excluded from receiving Federal contracts.
- ☐ Review and documented justification for award.
- ☐ Proposed Vendor contract - with associated boilerplate requirements.
- ☐ Other Solicitation Specification Requirements - Such as, Warranty Requirements, Performance Specifications, Insurance Requirements, etc.
- ☐ Executed Vendor contract – After approval of award.

**THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE, NOR IS IT INCLUSIVE OF EVERY DETAIL THAT MAY BE INVOLVED IN THE HANDLING OF INDIVIDUAL PROCUREMENT MATTERS. IT IS RECOMMENDED THAT INDEPENDENT RESEARCH BE CONDUCTED AND ALL DOCUMENTATION CAREFULLY PROOFREAD IN EVERY PROCUREMENT MATTER.**