

## **Document Collection Checklist – Competitive Solicitation 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).
- ☐ Certified copies of advertisements for competitive solicitation – This will provide proof of proper advertisement in a non-geographic preference nature.
- ☐ Copies of all solicitation related correspondence – Comprehensive collection of all correspondence such as original solicitation documents, including responsiveness, procurement method, type and selection. Additionally, questions received and responses sent; contact information, meeting, etc.
- ☐ Copies of proposal of all vendors - Including required submission documents.
- ☐ Addenda Acknowledgment – Any addendums to the original solicitation should have an acknowledgment of receipt included in the proposal sent in.
- ☐ Required Federal Clauses and Certifications (including Buy America if applicable) – Based on solicitation method and type, attach clauses and certifications with signatures as required.
- ☐ Certified itemized tabulations of solicitations – Documentation of process used.
- ☐ Copies of any required Pre-Award documents – Certification of compliance with any associated Federal Requirements such as Buy America, FMVSS, etc.
- ☐ Reviewed the Excluded Parties List located at <https://sam.gov/> to assure the parties under consideration are excluded from receiving Federal contracts.
- ☐ Proposed Vendor contract - with associated boilerplate requirements.
- ☐ Other Solicitation Specification Requirements - Such as, Locations of Technical Service & Parts Representatives, Warranty Requirements, Performance Specifications, Pollution Control Requirements, Certificate of Eligibility, Certification of Fire Safety Practices, and Bid Bonds
- ☐ 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.*