

Solicitation Review and Documentation – Quotes Required

The solicitation review and documentation phase encompasses the solicitation of quotes, review, analysis, and the selection processes of procurement. Detailed and comprehensive execution of this phase can help avoid conflicts that could result in delay or possibly even re-solicitation quotes for the entire project.

Examination of all quotes received for responsiveness to all corresponding instructions, forms, terms and specifications contained in the solicitation is necessary to provide a proper evaluation. Failure to do so may cause delays and possibly affect the projects overall cost.

The Checklist below is intended to offer guidance through the review and documentation phase 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.

Solicitation Review and Documentation – If a solicitation through quotes was performed, below are some standard processes that accompany the review, justification and documentation phase of a federal procurement. The following list is for reference purposes only for comparison, and may be superseded by more strict state and/or local requirements.	Check If Provided
Solicitation of Quotes – All project activities must be advertised without geographic preference, (except in A/E under certain circumstances, preference for hiring veterans on transit construction projects and geographic-based hiring preferences as proposes to be amended in 2 CFR Part 1201). Every effort should be made to secure as many quotes as possible with two (2) or three (3) quotes as the minimum.	
Quote Collection and Recording – Record all quotes received including at minimum: proposing agency, principal contacts, proposed cost, work to be performed, date and time.	
Review and Evaluation – Record review process, those on the review committee, and evaluation and/or scoring criteria used in the review.	
Review Tabulation – Documenting a side by side analysis of the review, determination, reason and justification for selection can be useful in any future changes or disputes.	
Cost or Price Analysis – Used to determine there was adequate competition, and analysis of selected cost elements. For further guidance on the performance of Cost or Price Analysis please see current Federal Circular 4220 Chapter VI.	
Excluded Parties List (EPL) - The EPL includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. Prior to award the proposed vendor should be researched and printed on the EPL to assure they are not ineligible. Perform search here https://sam.gov/	
TVM Certification - Prior to bid award review the FTA's TVM website at: (https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/eligible-tvms-list) to verify TVM Certification. Include a print out of the web page with bid documentation.	
Award Selection and Justification – A write-up on the chosen award selection, reasoning behind the selection including results of reference checks, presentation results, firm qualifications, WBE and or DBE qualifications, and any additional criteria used in the determination.	
Draft Contract – Prepare a Draft Contract for review by all parties involved.	
File Retention - is an important part of the federal procurement process. Building and retaining a comprehensive project procurement history file for future use is essential in situations of protest, conflict, and federal review processes.	Check If Complete
All files have been retained	
Approval to Proceed – As required (retain a copy for files)	Check If Received
Received	

THIS FORM IS INFORMATIONAL 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.

**Upon Completion and Approval of the
“Solicitation Review and Documentation Phase”**

**You may proceed to the
“Project Award and Contract Administration” Phase**