

Solicitation Development Checklist – Competitive Solicitation Required

Development of a procurement solicitation generally starts with a determination of costs to ascertain and justify the value of assistance to be requested. An "Independent Cost Estimate" is often a tool that can help in determining the resources and costs that a project would incur in the performance of a contract. Prior to development, a comprehensive "Independent Cost Estimate" should be performed to estimate and justify cost based on a viable need.

Because FTA awards a substantial amount of Federal assistance to support public transportation through its grants and cooperative agreements, Federal laws and regulations require FTA to ensure that its recipients comply with all applicable Federal requirements, including those found in Third Party Contracting Guidance (Circular 4220.1F); provides for Full and Open Competition, in accordance with 49 U.S.C. § 5325(h); promotes Environmental Justice, per Executive Order (E.O.) 12898 and complies with the use and disposal of real Property, per FTA Circular 5010 and 49 USC 5334 to name a few.

The Checklist below is intended to offer guidance through the development phase if a solicitation/bid is to be performed 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 Process (Choose which applies)	Check If Applicable
<u>Check Here if purchase is from a State or Local Government Purchasing Schedule</u> An agreement a State or Local Government has established with vendors to provide options to State or Local Government to acquire property or services. FTA encouraged, but all Federal requirements apply. If this process is utilized, a comprehensive background check should be performed on the procurement process used. This is to assure it complied with all federal requirements prior to moving the project forward.	
<u>Sealed BID or Competitive Proposal Process</u> Competitive process by which proposals are publically solicited based on a firm fixed price or best value basis.	

If the “Sealed BID” or “Competitive Proposal” Process was selected above, please check the method to be used in the procurement.	Check If Provided
<i>Fixed Price (IFB)</i>	
<i>Best Value (RFP)</i>	
<i>Sole Source</i>	
<i>Option (Piggyback)</i>	
<i>Qualification Based</i>	

Information for Bidders – Below are some standard boilerplate component sections used in solicitation documents. The following list is for reference purposes only for comparison with your own draft proposal.	Check If Provided
<i>Quotations</i>	
<i>Definitions</i>	
<i>Conformity</i>	
<i>Material</i>	
<i>Parts</i>	
<i>Compliance</i>	
<i>Evaluation and Selection Criteria for Responsiveness</i>	
<i>Pollution Control</i>	
<i>Location of Service and Parts</i>	

Solicitation Development Checklist Cont.

<i>Warranty Requirements</i>	
<i>Tax Exempt Status</i>	
<i>Quote Requirements</i>	
<i>Award</i>	
<i>Completion Requirements</i>	
<i>Liquidation</i>	
<i>Payment Terms</i>	
<i>DBE requirements</i>	
<i>EEO requirements, per 41 CFR § 60-4.2(4.3)</i>	
<i>Delivery</i>	
<i>Indemnification</i>	
<i>Inspection</i>	
<i>Appeals</i>	
<i>Written Standards of Conduct and Conflicts of Interest</i>	
<i>Bid Review</i>	
<i>Bonding requirements (if applicable)</i>	
<i>Documentation</i>	
<i>Assignability</i>	
<i>Conflicts</i>	
<i>Model Contract (adhering to applicable contract term limitations).</i>	

Technical Specifications – Detailed Project Specifications.	Check If Provided
<i>Specifications Received</i>	

Required Federal Clauses – As required by project type and value.	Check If Provided
<i>Required Federal Clauses as applicable</i>	

Required Federal Certifications – As required by project type and cost.	Check If Provided
<i>Required Federal Certifications as applicable</i>	

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
<i>All files have been retained</i>	

Approval to Proceed – As required (retain a copy for files)	Check If Received
<i>Notice of Approval to Proceed Received</i>	

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 Development Process”**

You may proceed to the “Solicitation and Bid Opening” Phase