

Procurement Management Master Checklist - Quotes Required

The Checklist below is intended to offer guidance through a procurement process when utilizing federal, state or local funding; it does not constitute full compliance. State and local procurement guidelines may supersede federal and should be reviewed for compliance.

Grantee: _____ Project ID: _____ Date: ____/____/____

Project: _____

Pre-Procurement Preparation:

- ☐ Have In-Place, Written Procurement Procedures (Required)
- ☐ Familiarized with "Procurement System Review" (PSR)
- ☐ Written Record of Procurement file created to detail the history of the procurement.
- ☐ Check ProcurementPRO for regular updates to Federal Clauses and Certifications.

TAB 3 - Project Identification:

- ☐ Project planning and identification
- ☐ Securing funds via application process
- ☐ Locally executing a grant
- ☐ Selecting the type of procurement appropriate for the project
- ☐ Written notice of activity approval to proceed

TAB 4 - Solicitation Development:

- ☐ If only quotes are required, check here
- ☐ When quotes have been collected for review, check here

TAB 5 - Solicitation Review and Documentation:

- ☐ Cost or Price Analysis has been performed
- ☐ Advertised without geographic preference, (except as otherwise stated).
- ☐ Selection and Justification
- ☐ Reviewed the Excluded Parties List located at: <https://sam.gov/>

TAB 6 - Award and Contract Administration:

- ☐ Contract Draft (Review Version)
- ☐ Award contract
- ☐ Finalize Contract W/appropriate clauses and certifications as applicable
- ☐ Develop milestones and anticipated closeout procedures
- ☐ Collect all documentation for written notice of activity approval to proceed
- ☐ Order to Proceed (changes will require approval before proceeding further)
- ☐ Develop milestones and anticipated closeout procedures

TAB 7 - Project Progress Reports:

- ☐ Document progress and challenges of project
- ☐ Document Progress Payments if applicable

TAB 8 - Project Closeout and Reimbursement:

- ☐ Give notification approximately 30 days in advance of pending project completion
- ☐ Request documentation to advance to reimbursement process
- ☐ Finalize Milestones
- ☐ Review final project procurement history file for completeness and file away
- ☐ Request Approval to Close-Out the Project

Procurement Complete _____ (Reviewer) Date: ____/____/____

FEDERAL REFERENCES

FEDERAL TRANSIT ADMINISTRATION

<http://www.fta.dot.gov>

TITLE 49 UNITED STATES CODE, CHAPTER 53

<https://www.law.cornell.edu/uscode/text/49/subtitle-III/chapter-53>

THIRD PARTY CONTRACTING GUIDANCE (4220.1F)

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance>

BEST PRACTICES PROCUREMENT MANUAL (BPPM)

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual>

PROCUREMENT SYSTEM REVIEW

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/guide-procurement-system-reviews>

FEDERAL ACQUISITION REGULATIONS

<https://www.gsa.gov/policy-regulations/regulations/federal-acquisition-regulation-far>

FTA CHARTER REGISTRATION

<https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-registration>

EXCLUDED PARTIES LIST

<https://sam.gov/>

BROOKS ACT

<https://www.law.cornell.edu/uscode/text/40/subtitle-I/chapter-11>

FREQUENTLY ASKED QUESTIONS (FAQ)

<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/frequently-asked-questions>

FTA PRICING GUIDE

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/pricing-guide-fta-grantees>

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

<https://www.epa.gov/>

U.S. DEPARTMENT OF TRANSPORTATION

<http://www.dot.gov/>