

# PROCUREMENT CHECKLIST

PROJECT TITLE: \_\_\_\_\_  
 (Use this title for all correspondence)

PROCUREMENT SPECIALIST: \_\_\_\_\_ PROJECT MANAGER: \_\_\_\_\_

FUNDING SOURCE(S): Federal \_\_\_\_\_ State \_\_\_\_\_ Local \_\_\_\_\_ Other \_\_\_\_\_

TAB ID	Formal Solicitation Required Documentation				DOCUMENT (Originals Preferred)	Date Or n/a	Hard Copy Filed	Elect. Copy Filed
	Construction > \$3,000	Supplies/Equip > \$25,000	Services > \$25,000	A&E Services > \$25,000				
<b>SOLICITATION PHASE</b>								
1	X	X	X	X	Budget & Funding Verification from Finance			
1	X	X	X	X	Rationale for Procurement Method/Strategy			
1	X	X	X	X	Solicitation Instructions & Forms			
1	X	X	X	X	Statement of Work/Technical Specifications			
1	FTA Funded	FTA Funded	FTA Funded	FTA Funded	Federal Contract Clauses (see separate checklist)			
1	FTA Funded	FTA Funded	FTA Funded	FTA Funded	Federal Requirements (see separate checklist)			
1	X	X	X	X	Draft Master Agreement (from template)			
1	X	X	X	X	Independent Cost Estimate (ICE)			
1	X	X	X	X	Solicitation Approved by Procurement Officer			
2	X	X	X	X	E-mail Request to Advertise			
2	X	X	X	X	Public Notice & Proof of Publication			
2	X	X	X	X	Bidder/Proposer/Plan Holder List-Initial & Final			
2	X	X	X	X	Issuance Letter/E-mail			
3	X	X	X	X	Pre-Bid Meeting Notes, Minutes & Attendee List			
3	X	X	X	X	Addenda, Modifications, or Clarifications			
3	X	X	X	X	Correspondence w/Potential Bidders/Proposers			
3	X	X	n/a	n/a	Approved Equals Requests/Approvals/Denials			
<b>PRE-AWARD PHASE</b>								
4	X	X	X	X	Copy of Bids/Proposals Received			
5	X	X	X	X	Bid Abstract/Proposal Summary			
5	X	X	X	X	Record of Late Bids/Proposals & Errors			
5	X	X	X	X	Responsiveness Determination			
5	X	Not Typical	n/a	n/a	Bid Bond			
5	X	X	X	X	Technical & Financial Capacity Determination			
6	Low Bid Only	Not Typical	X	X	Proposal Evaluations			
7	Low Bid Only	Not Typical	X	X	Negotiation/Best & Final Offer Documents			
7	X	X	X	X	Cost or Price Analysis			
8	X	X	X	X	Protests & Resolution Documents			
<b>AWARD PHASE</b>								
9	≤ \$250,000	≤ \$250,000	≤ \$250,000	≤ \$250,000	Recommendation/Approval of Award by GM			
9	> \$250,000	> \$250,000	> \$250,000	> \$250,000	Staff Report, Agenda & Minutes for Board Approval			
10	X	X	X	X	Insurance Certifications and Endorsements			
10	X	Not Typical	n/a	n/a	Performance and/or Payment Bonds			
10	X	X	X	X	Notices of Award/Rejection			
10	X	Not Typical	n/a	n/a	Bid Bond/Security Return			
front	X	X	X	X	Executed Contract			
<b>POST-AWARD PHASE</b>								
11	X	Not Typical	Not Typical	Not Typical	Notice to Proceed			
11	X	X	X	X	Contract Kick-Off Meeting Agenda, Notes, Minutes			
12	X	X	X	X	Change Orders Requests/Approvals/Denials			
12	X	X	X	X	Approved Change Order Cost/Price Analysis			
13	X	X	X	X	Meeting Minutes, Site Visits, Reports			
13	X	X	Not Typical	Not Typical	Inspection, QA, Testing, Photos, Progress, etc.			
14	X	X	X	X	Invoices, Payment Approvals, Title Releases			
<b>CONTRACT CLOSE OUT PHASE</b>								
15	X	X	n/a	n/a	Warranty Bond or Equipment Warranties			
15	X	X	X	X	Notice of Final Acceptance and/or Final Plans			
15	X	X	X	X	Notice of Completion			
15	X	X	Not Typical	X	Release of Retention			
all	X	X	X	X	Written Record of Procurement History			

# FEDERAL REQUIREMENTS CHECKLIST

PROJECT TITLE: \_\_\_\_\_

REQUIREMENT	COMMENTS	✓	Hard Copy Filed	Electronic Copy Filed
<b>General Procurements</b>				
Lobbying Certification	Procurements > \$100,000.			
Standard Form LLL/Quarterly Updates	Procurements > \$100,000 where contractor engages in lobbying activities.			
Debarred & Excluded Parties Check	Procurements > \$100,000.			
Buy America Certification	Procurements of steel, iron or, manufactured products > \$100,000.			
<b>Rolling Stock Procurements</b>				
Bus Testing Certification	All new models & existing models with a major change.			
Copy of Bus Testing Report	Prior to award for existing model & prior to acceptance for new model or model with major modification.			
Copy of TVM Certification to FTA	All rolling stock procurements; provided with bid.			
Buy America Certification	Procurements > \$100,000; provided with bid.			
Pre-Award Buy America Information	Procurements > \$100,000; provided with bid.			
Pre-Award Buy America Certification	Procurements > \$100,000; completed by MTD following analysis of vendor info (prior to award)			
Pre-Award Purchaser's Requirements Cert.	All procurements; completed by MTD following review of vendor bus specifications (prior to award)			
Pre-Award FMVSS Self-Certification	Procurements > \$100,000; provided with bid.			
Pre-Award FMVSS Certification	Procurements > \$100,000; completed by MTD following review of vendor self-cert. (prior to award).			
Post Delivery Buy America Audit	Procurements > \$100,000; typically by 3 <sup>rd</sup> party.			
Post Delivery Buy America Certification	Procurements > \$100,000; completed by MTD following audit review (prior to acceptance or title).			
Post Delivery Purchaser's Requirements	All procurements; completed by MTD following inspection/testing of rolling stock & inspector report.			
Post Delivery FMVSS Certification	Procurements > \$100,000; completed by MTD following inspection of self certification on buses.			
On-Site Inspection & Report	Rolling stock orders > 10 vehicles; report provided prior to acceptance or taking title.			

# FEDERAL CONTRACT CLAUSES CHECKLIST

PROJECT TITLE: \_\_\_\_\_

PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies	✓
No Federal Obligations to 3rd Parties	All					
False Statements, Civil/Criminal Fraud	All					
Access to 3rd Party Contract Records	All					
Changes to Federal Requirements	All					
Termination (if 49CFR18 applies)	>\$10,000					
Civil Rights (Title VI, ADA, EEO)	All					
Special DOL EEO clause				>\$10,000		
Disadvantaged Business Enterprise	All					
Incorporation of FTA Terms	All					
Debarment and Suspension	>\$25,000					
Buy America			>\$100,000	>\$100,000	>\$100,000	
Resolution of Disputes, Breaches, etc.	>\$100,000					
Lobbying	>\$100,000					
Clean Air	>\$100,000					
Clean Water	>\$100,000					
Cargo Preference			Transport by ocean vessel			
Fly America	Foreign air transportation/travel					
Davis-Bacon Act				>\$2,000		
Contract Work Hours & Safety Act		>\$100,000 (excludes transit services)				
Copeland Anti-Kickback Act §1				All		
Copeland Anti-Kickback Act §2				> \$2,000		
Bonding				\$100,000		
Seismic Safety (new work)	A&E			All		
Transit Employee Protection		Transit ops				
Charter Service Operations		All				
School Bus Operations		All				
Drug Use and Testing		Transit ops				
Alcohol Misuse and Testing		Transit ops				
Patent Rights	R & D					
Rights in Data and Copyrights	R & D					
Energy Conservation	All					
Recycled Products (EPA-selected items)		>\$10,000 annually		>\$10,000 annually.		
Conformance w/ITS Nat'l Architecture	ITS projects					
ADA Access	A&E	All				