

# Procurement Checklist:

## A Step-by-Step Plan to Create Bid Documents

Use this checklist when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.

### Procurement Procedures:

- Letter of invitation/Invitation to Proposal
- Intent of procurement activity
- Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)
- Pre-bid/proposal meeting date/time/location (if applicable)
- Bid opening date/time/location; Proposal opening procedures
- Contact information
- Other State/local requirements

### Terms and Conditions:

- Assurance of ethical practices/Code of Conduct
- Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition
- Product specifications (approved brand and/or equivalent)
- Accurate Quantity
- Accurate Quality
- Packaging
- Procedure for documenting/pre-approving any substitutions and/or deviations
- Price determination statement (fixed, fixed with firm price for delivery, etc.)
- Contract Extension or "roll-over" clause if warranted
- Buy American statement and instructions
- Bid/proposal protest procedures
- Provision for return of Discounts, Credits and Rebates to SFA
- Contract time period
- Other State/local requirements

### Required Documents/Documentation:

- Record retention and record access requirements (records maintained for three years from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)
- Method of shipment/delivery requirements
- Method of payment, invoices, statements, etc.
- Purchase instrument to be used and how vendor will receive purchase orders
- Piggyback clause (if allowed)
- Non-collusion statement
- Civil Rights Act statement
- HUB statement to involve minority business where possible
- Energy Policy and Conservation Act statement (based on State law)
- Remedy for non-performance/termination of contract (\$10,000+)
- "Equal Employment Opportunity" compliance statement (\$10,000+)

- \_\_\_\_\_ Debarment/suspension certification form (\$25,000+)
- \_\_\_\_\_ Certification regarding disclosure of lobbying (\$100,000+)
- \_\_\_\_\_ Clean Air/Water Act statement (\$100,000+)
- \_\_\_\_\_ Contract certification form (to be signed someone in authority to commit the vendor to the contract)
- \_\_\_\_\_ Civil Rights Statement
- \_\_\_\_\_ Other State/local requirements

## Documentation and Records:

- \_\_\_\_\_ All original base solicitations including IFBs/RFPs/RFQs/RFIs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations
- \_\_\_\_\_ Written justification for the choice of procurement method
- \_\_\_\_\_ Written justification to substantiate unusual procurement choices (micro-purchases, emergency purchases, sole source justification and State agency approval, etc.)
- \_\_\_\_\_ Comparison charts and to document procurement decisions and contract awards
- \_\_\_\_\_ Record of public bid openings and/or proposal openings if proposals will be publicly opened
- \_\_\_\_\_ Copies of contract award/non-award letters
- \_\_\_\_\_ Copies of advertisements for solicitation of good/services
- \_\_\_\_\_ Determination/documentation justifying type of procurement method used
- \_\_\_\_\_ Evaluation of escalation/de-escalation clause
- \_\_\_\_\_ Evaluation of Contract Extension/Amendment (roll-over clause)
- \_\_\_\_\_ Evaluation/documentation of contract re-negotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document
- \_\_\_\_\_ Evaluation of return of discounts, credits and rebates (as applicable) and detailed procedure indicating how/when the discounts, rebates and credits would be assigned to the SFA by the contractor
- \_\_\_\_\_ Evaluation of whether procurement methods/activities are consistent with the SFA's Approved written procurement plan and code of ethics
- \_\_\_\_\_ Evaluation of procedures for ensuring records retention requirements are met and where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained
- \_\_\_\_\_ Other State/local requirements
- \_\_\_\_\_ Non-competitive purchases (sole source, emergency, etc.) are appropriately documented and have received approval from State agency or governing board prior to award, including purchases through means of *piggybacking* onto another SFA's solicitation document
- \_\_\_\_\_ Invoices/payments for items purchased with school nutrition funds
- \_\_\_\_\_ Documentation of any contractor performance or breach of contract from vendors
- \_\_\_\_\_ Other State/local requirements

Revised 3/9/21

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online

at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.