**Procurement: Item/Service Solicitation Requirements Worksheet**

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| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap to enter a date. |

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| **Item or Service Specification Requirements:**(4220.1F Chapter III Section 3.a.) (4220.1F Chapter VI Section 2.a.) (2 CFR §200.319(a)) (2 CFR §200.319(b)) (2 CFR §200.319(c)) |
|[ ]  Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. In addition to item/service specifications include offeror requirements such as licensing, performance history, bond, etc. |
|[ ]  The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, describe minimum essential characteristics and standards which the product or service must perform to satisfy the intended use. |
|[ ]  **Describe in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.** |
|[ ]  The description may not include features that unduly restrict competition.  |
|[ ]  A “brand name or equal” description may be used when impractical to write clear and accurate description of the technical requirements. The specific features of the named brand which must be met by offers must be clearly stated. |
|[ ]  Specifications describe needs and are not exclusionary, discriminatory, unreasonably restrictive, or otherwise violate Federal laws or regulations. |
|[ ]  Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. |
|[ ]  Include the description of options to be considered. Options are future opportunities to extend the quantity/amount of the item/service to be procured or to lengthen the service period of the acquisition of the item/service from the original service period. |
| **Enter the item or service specifications, technical requirements, and/or performance specifications. Include performance requirements, such as minimum service life, etc., or expertise requirements.**  |
| Click or tap here to enter text. |
| **An option is a unilateral right in a contract by which, for a specified time, a recipient may acquire additional equipment, supplies, or services than originally procured**. An option may also extend the term of the contract.(4220.1F Chapter IV Section 1.d.)**Provide a description of any needed options specifications.** |
| Click or tap here to enter text. |
| **Avoid detailed technical specifications if possible.** **Please explain below if detailed technical specifications are needed. For example, it may be determined that, in order for contractors to submit offers that correctly and completely address the item or service need, specifications of a more technical nature are required.**  |
| Click or tap here to enter text. |

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| **Metric Measurements**(4220.1F.III.3.a.(4)) (4220.1F.IV.2.d.(2)) (Executive Order 12770) |
|[ ]  Specifications appear to accept items/services with dimensions expressed in metric measurements, to the extent practicable and feasible |
|[ ]  Not applicable, specifications do not contain measurements |
| **Use of $1 Coins**(4220.1F.IV.2.d.(3)) (31 USC §5312(p))To comply with Section 104 of the Presidential $1 Coin Act, FTA assisted property that requires the use of coins or currency in public transportation service or supporting service must be fully capable of accepting and dispensing $1 coins. |
|[ ]  Acquisition involves the use of coins or currency in public transportation service or supporting service and is fully capable of accepting and dispensing $1 coins |
|[ ]  Acquisition does not involve the use of coins or currency in public transportation service or supporting service |
| **Minimum Service Life**(4220.1F.IV.2.e.(3)) (FTA Circular 5010.1) (FTA Circular 9030.1) (FTA Circular 9300.1)FTA requires each recipient to maintain satisfactory continuing control of FTA assisted property. For buses and certain other vehicles, FTA has established minimum service life policies that may affect the quantity of vehicles that the recipient may acquire. |
|[ ]  The expected service life specification requirement in the solicitation is not less than the required minimum service life |
|[ ]  Not applicable, acquisition does not require minimum service life |

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| **Eligibility**(4220.1F.IV.1.a.) (4220.1F.IV.2.b.(1)) (4220.1F.IV.2.b.(2)) (4220.1F.IV.2.b.(4)) |
| The items or services to be acquired must be an eligible purchase under the program and within the scope of the project used to fund the purchase. For example, to purchase a capital item under a project, the capital expense must be an eligible expense under that program. |
| **Program** | Click or tap here to enter text. |
| **Scope (Capital, Operating, or FTA Scope Code)** | Click or tap here to enter text. |
| **Program Eligibility**The items or services to be acquired are an eligible purchase or allowable under the program to fund the purchase?(4220.1F.VI.2.a.(4)(a)) (2 CFR 200.319(a)(1)) | **True** | **False** |
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| **Item/Service Specifications Analysis** |
|  | **True** | **False** |
| **Clear and Accurate Specifications**Based on the item or service specifications/requirements analysis, the specifications/requirements appear to represent a clear and accurate description of the technical requirements for the material, product, or service to be procured? (4220.1F Chapter III Section 3.a.) (4220.1F Chapter VI Section 2.a.) (2 CFR §200.319) |[ ] [ ]