**Procurement – Small Purchase Worksheet**

|  |  |
| --- | --- |
| **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 here to enter text. |

|  |
| --- |
| **PART 1 – Before Solicitation Announced/Advertised**  Planning and Solicitation Preparation |

|  |  |  |
| --- | --- | --- |
| **Small Purchase Check List Worksheet**  ( 4220.1F.VI.3.b.) (2 CFR §200.320(a)(2)) | | |
|  | **True** | **False** |
| 1. The Specification worksheet is completed? |  |  |
| 2. The Necessity worksheet is completed? |  |  |
| 3. The Independent Estimate worksheet is completed? |  |  |
| 4. The Procurement Method Selection worksheet is completed and selection of a Small Purchase resulted? |  |  |
| 5. Part 1 of the Responsibility Determination worksheet has been completed to plan the request and receipt of Responsible Offeror Criteria? |  |  |
| 6. All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

|  |  |
| --- | --- |
| **Minimum Number of Responsible Sources Required to Contact to Request Quotations by the Recipient’s Procurement Policy for a Small Purchase:**  (Not less than two) | # |
| **Number of Responsible Sources the Recipient is Planning to Contact to Request Quotations for a Small Purchase:**  (Not less than two. If the recipient is unable to contact the planned number of sources, only the Recipient Procurement Policy minimum number of sources is required.) | # |

|  |  |  |
| --- | --- | --- |
| **PART 1 – End Check Point**  Planning and Solicitation Preparation | | |
|  | | |
| **Small Purchase – Letter to Proceed with Quotations**  Before requesting price or rate quotations for the procurement, submit the planning and solicitation documents to TDOT for review and to receive the letter to proceed with solicitation. After receiving letter to proceed, request price or rate quotations. See Part 2 for next steps, Before Contract Executed/Awarded review. | | |
|  | **True** | **False** |
| Before price or rate quotations, will the planning and solicitation documents be submitted to TDOT for review and to issue a letter to proceed with the Small Purchase? |  |  |

|  |
| --- |
| **PART 2 – Before Contract Executed/Awarded**  Evaluation and Award Preparation |

|  |
| --- |
| **Small Purchase Solicitation**   * Request quotations from vendors. Discuss and confirm the acceptance of clauses. * Evaluate price or rate quotations. * Confirm that the offered item or service meets the specifications. * Select winning vendor and quote. Winning bid should be the lowest price. * Complete a responsible contractor analysis. * **If Rolling Stock procurement, receive vendor documentation and complete pre-award certifications.** * Confirm that the accepted quote amount is reasonable, complete Cost or Price Analysis. * Provide reasons for selection of the winning bid, and reasons for any rejected bids. * Provide justification for the award price. * Confirm contract or purchase order to be used contains all clauses. * Submit documentation to TDOT for Letter to Proceed with Contract Execution or Issue Purchase Order. |

|  |  |
| --- | --- |
| **Sources**  Responsible Sources | **Price or Rate Quotations**  Attach documentation |
| 1. Click or tap here to enter text. | $ |
| 1. Click or tap here to enter text. | $ |
| 1. Click or tap here to enter text. | $ |
| 1. Click or tap here to enter text. | $ |
| 1. Click or tap here to enter text.   (add lines if more sources) | $ |

|  |  |
| --- | --- |
| **Selected Source** | **Selected Price or Rate Quotations**  Attach documentation |
| Click or tap here to enter text. | $ |

|  |  |  |
| --- | --- | --- |
| **Responsible Contractor Determination** | | |
|  | **True** | **False** |
| The Responsible Determination worksheet is completed for the selected offer?  (4220.1F VI.2.a.) (2 CFR Part §200.318(h)) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rolling Stock Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Pre-Award section is completed for the selected offer?  (4220.1F.IV.2.e.) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Construction Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Construction Requirements worksheet is completed for the selected offer?  (4220.1F.IV.2.i.) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Price Analysis and Cost Analysis** | | |
|  | **True** | **False** |
| The Price Analysis and Cost Analysis worksheet is completed for the selected offer?  (4220.1F.VI.6.) (2 CFR Part §200.324) |  |  |

|  |  |  |
| --- | --- | --- |
| **Clauses and Certifications Checklist** | | |
|  | **True** | **False** |
| The Clauses and Certifications Check List is completed to check for required compliance? |  |  |

|  |  |  |
| --- | --- | --- |
| **PART 2 – End Check Point**  Evaluation and Award Preparation | | |
|  | | |
| **Small Purchase – Letter to Proceed with Award Execution**  Before executing the award contract or issuing the purchase order, submit the evaluation and award documents to TDOT for review and to receive the letter to proceed with award contract. After receiving letter to proceed, execute contract or issue the purchase order with clauses with selected bidder. See Part 3 for next steps, Contract Administration review. | | |
|  | **True** | **False** |
| Before executing the award contract or issuing the purchase order with clauses, will the evaluation and award documents be submitted to TDOT for review and to issue a letter to proceed with the Award Execution? |  |  |

|  |
| --- |
| **PART 3 – Post Award**  Contract Administration |

|  |
| --- |
| **Small Purchase – Post Award**   * Execute contract or issue purchase order with clauses with winning bidder(s). * Contract Administration – Oversight of contract performance executed as described in the solicitation. * If Rolling Stock procurement, complete post award certifications before receiving titles. * Contract Administration – Receive goods and services. * Contract Administration – Pay invoices. * Program reimbursement request.   (2 CFR §200.318(b)) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rolling Stock Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Post Delivery section is completed for the selected offer?  (4220.1F.IV.2.e.) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Final Documentation Submission to TDOT**  After executing the contract or issuing the purchase and completing the post award contract administration tasks, submit copies of all final documentation and any post award documentation listed in the post award task list to TDOT. | | |
|  | **True** | **False** |
| Will all post award documentation be submitted to TDOT? |  |  |