**Procurement – Request for Proposals**

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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 here to enter text. |

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

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| **Request for Proposals Check List Worksheet**  ( 4220.1F.VI.3.d.) (2 CFR §200.320(b)(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 Request for Proposal Method (RFP) resulted? |  |  |
| 5. Part 1 of the Responsibility Determination worksheet has been completed to plan the request and receipt of Responsible Offeror Criteria? |  |  |
| 6. The Publicity Plan worksheet for planning the announcement/advertisement is completed? |  |  |
| 7. Part 1 of the Requirements Prohibitions Analysis worksheet is completed in reference to the draft RFP solicitation document and the Publicity Plan? |  |  |
| 8. All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

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| **Request for Proposals – Type of Specification**  The property or services to be acquired are described in a performance or functional specification; or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing the contract award on factors other than price alone are present.  (4220.1F.VI.3.d.(1)(a)) | | |
|  | **True** | **False** |
| The Solicitation documents are complete and include a copy of the contract to be used? |  |  |
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| **Solicitation and Contract Contents Check List**  Contents of Solicitation documents and Contract include the following items and should be the same responses as on the planning worksheets and clauses check list (see Item Specifications and Necessity worksheets). | | |
|  | **True** | **False** |
| Procurement Method (Request for Proposals)? |  |  |
| Contract Type (Fixed Price Contract or Cost-Reimbursement Contract)? |  |  |
| Due date for proposals to be received? |  |  |
| Statement that winning proposal will be based upon ”best value” or the proposal most advantageous to the recipient, with price and other factors considered? |  |  |
| RFP Protest Procedures? |  |  |
| Statement that RFP does not have geographic preference considerations? |  |  |
| Item or Service specifications, technical requirements, or performance requirements (see Item Specification Worksheet)? |  |  |
| Quantities (see Necessity Worksheet)? |  |  |
| Performance Period? |  |  |
| Options descriptions to be evaluated? |  |  |
| Statement to require disclosure of any personal or organizational conflicts of interest? |  |  |
| Contractor Experience Requirements, if any? |  |  |
| Responsible Contractor Determination items requested (review Responsible Determination worksheet)? |  |  |
| Funding to be used? |  |  |
| Payment provisions described (Paid upon invoice after delivery of item or service or other description, No payments before award of funding, No payments in advance of work completed or delivery of assets, No progress payments for work not completed)? |  |  |
| For Rolling Stock – Items addressed in solicitation (Rolling Stock worksheet – Solicitation Planning section) |  |  |
| For Construction – Any bonding requirements? Items addressed in solicitation (Construction worksheet – Solicitation Planning section) |  |  |
| Method of contract performance oversight procedures? |  |  |
| Disclosure that all proposals may be rejected if the recipient wishes to have that option? |  |  |
| All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

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|  | **True** | **False** |
| **Request for Proposals – Adequate Sources**  There are two or more responsible proposers willing and able to effectively compete for the business.  (4220.1F.VI.3.d(2)(c)) | | |
| The RFP is expected to attract two or more responsible proposers? |  |  |
| **Request for Proposals – Publicity**  The request for proposals is publicly advertised.  (4220.1F.VI.3.d(2)(a)) (2 CFR §200.320(b)(2)(i)) | | |
| Will the request for proposal be publicly advertised? |  |  |
| **Request for Proposals – Discussions Expected**  Separate discussions with individual offeror(s) are expected to be necessary after they have submitted their proposals. Note that discussions are not required unless the solicitation commits to having discussions.  (4220.1F.VI.3.d.(1)(d)) | | |
| The RFP explains that discussions with individual bidders are expected to be necessary after they have submitted their proposals? |  |  |
| **Request for Proposals – Evaluation Factors**  All evaluation factors for technical merit and their relative importance are specified in the solicitation; but numerical or percentage ratings or weights need not be disclosed.  (4220.1F.VI.3.d.(2)(b)) | | |
| All evaluation factors for technical merit and their relative importance are specified in the solicitation (numerical or percentage ratings or weights need not be disclosed)? |  |  |
| **Request for Proposals – Evaluation Factors – Price and Other Factors**  An award is made to the responsible offeror whose proposal is most advantageous to the recipient’s program with price and other factors considered. The solicitation must also advise offerors whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole.  (4220.1F.VI.3.d.(2)(e)) (PSR Guidebook 4.3.4) | | |
| Does the solicitation describe the factors to be used to evaluate and select the winning proposal, advise offerors whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole, and that the proposal most advantageous to the recipient will be selected? |  |  |
| **Request for Proposals – Responsible Determinative Evaluation Factor**  The successful bidder is to be selected on the basis of responsible determination and whose proposal is most advantageous to the recipient’s program with price and other factors considered.  (4220.1F.VI.3.d.(2)(e)) | | |
| The RFP explains that the successful proposer must be responsible and possess the technical merit to complete the project? |  |  |
| **Request for Proposals – Evaluation Factors – Best Value**  The recipient may award the contract to the offeror whose proposal provides the greatest value to the recipient. To do so, the recipient’s solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. The evaluation factors for a specific procurement should reflect the subject matter and the elements that are most important to the recipient. Those evaluation factors may include, but need not be limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan. The recipient should base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors. Apart from the statutory requirement that the contract must support the recipient’s public transportation project consistent with applicable Federal laws and regulations, FTA does not require any specific factors or analytic process.  (4220.1F.VI.3.d.(2)(f)) | | |
| Does the solicitation inform potential proposers that the award will be made on a “best value” basis and identify what factors will form the basis for the award? |  |  |
| **Request for Proposals – Prequalification Lists**  Prequalification lists must be kept current, and the lists must include enough qualified sources to provide for full and open competition. Potential bidders must be permitted to qualify during the solicitation period. The recipient is not, however, required to expedite or shorten the prequalification of bidders for review during the solicitation period.  (4220.1F.VI.1.c.(1)) (4220.1F.VI.1.c.(2)) (4220.1F.VI.1.c.(3)) | | |
| Prequalification lists were not used, or if used were used kept current, had sufficient qualified sources, and permitted qualification during the solicitation period? |  |  |

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| **PART 1 – End Check Point**  Planning and Solicitation Preparation | | |
| **Request for Proposals – Letter to Proceed with Advertisement**  Before advertising 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, advertise and run the Request for Proposals. See Part 2 for next steps, Before Contract Executed/Awarded review. | | |
|  | **True** | **False** |
| Before advertising the procurement, will the planning and solicitation documents be submitted to TDOT for review and to issue a letter to proceed with the Request for Proposals? |  |  |

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

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| **Request for Proposals (Sealed Bids) Solicitation**   * Advertise and run the Request for Proposals (RFP) according to plan. * If do not receive two or more responsible proposers willing to compete, perform single response analysis. * Receive proposals and review. * Evaluate proposals based only on the evaluation factors included in the solicitation documents. * Select winning proposal but wait on contract execution. * Winning proposal should be the greatest value to the recipient. * Confirm that the offered item or service meets the RFP specifications. * Complete a responsible contractor analysis. * Confirm the acceptance of the clauses and certifications in the winning proposal package. * If Rolling Stock procurement, complete pre-award certifications. * If Construction procurement, confirm receipt of bond requirements. * Confirm that the accepted total price amount is reasonable, complete Cost or Price Analysis. * Provide reasons for selection of the winning proposals, and reasons for any rejected proposals. * Provide justification for the award price. * Confirm contract to be used contains all clauses. * Submit documentation to TDOT for Letter to Proceed with Contract Execution. |

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| **Proposal Record** | | |
|  | **True** | **False** |
| The RFP tabulation result is attached? |  |  |
| **Publicity** | | |
| The RFP must be publicly advertised. The Publicity Plan worksheet for review after bid evaluations is completed?  (4220.1F.VI.3.d.(2)(a)) |  |  |
| **Adequate Sources** | | |
| Two or more responsible vendors made proposals?  (4220.1F.VI.3.d.(2)(c)) (2 CFR §200.320(b)(2)(i)) |  |  |
| **Evaluation Method** | | |
| The recipient’s specific method established to conduct technical evaluations was used?  (4220.1F.VI.3.d.(2)(d)) |  |  |
| **Evaluation Factors** | | |
| The solicitation evaluation factors were used to evaluate the technical merit of the proposal?  (4220.1F.VI.3.d.(2)(b)) |  |  |
| **Best Value** | | |
| The award was not made on a “best value” basis or was made on a “best value” basis and the solicitation informed potential proposers of the award to be based on a “best value” basis and identified the factors that formed the basis for the award?  (4220.1F.VI.3.d.(2)(e)) |  |  |

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| **Evaluation** | | |
|  | **True** | **False** |
| Evaluation factors used to determine winning proposal were specified in the solicitation documents?  (4220.1F.VI.7.) |  |  |
| Options evaluated were disclosed in the solicitation and priced in the proposals or Options were not evaluated?  (4220.1F.VI.7.b.) |  |  |
| All proposals were not rejected or if they were that right was disclosed in the RFP?  (4220.1F.VI.2.g.) |  |  |

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| **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)) |  |  |

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| **Rolling Stock Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Pre-Award section is completed for the selected offer or the procurement is not for Rolling Stock?  (4220.1F.IV.2.e.) |  |  |  |

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| **Construction Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Construction Requirements worksheet is completed for the selected offer or the procurement is not for Construction?  (4220.1F.IV.2.i.) |  |  |  |

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| **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) |  |  |

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| **Requirements Prohibitions Analysis – Competitive Procurements** | | |
|  | **True** | **False** |
| The Requirements Prohibitions Analysis worksheet completed to check solicitation was in compliance? |  |  |

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

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| **PART 2 – End Check Point**  Evaluation and Award Preparation | | |
| **Request for Proposals – Letter to Proceed with Award Execution**  Before executing the award contract, 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 with selected vendor. See Part 3 for next steps, Contract Administration review. | | |
|  | **True** | **False** |
| Before executing the award contract, will the evaluation and award documents be submitted to TDOT for review and to issue a letter to proceed with the Award Execution? |  |  |

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

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| **Request for Proposals – Post Award**   * Execute contract with winning proposer. * 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)) |

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| **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.) |  |  |  |

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| **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? |  |  |