**Procurement – Statewide Contract Purchase 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 here to enter text. |

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| **Part 1 - Solicitation**  Statewide Contract – Step Skipped |

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| **Part 2 - Before Executing Contract or Issuing Purchase Order**  Planning and Purchase Order Preparation |

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| **State Purchasing Schedules (Statewide Contract Purchase)**  (4220.1F Chapter V Section 4.) | | |
|  | **True** | **False** |
| 1. The Specification worksheet is completed? |  |  |
| 2. The Necessity worksheet is completed? |  |  |
| 3. The Independent Estimate worksheet is completed?  The independent estimate must be based on recent prices established in the open market. If the statewide contract procurement contains a price analysis for the award of the contract and the recipient determines it to be currently adequate, the recipient may then use the price analysis from the procurement. The recipient is required to document the analysis of how it arrived at the determination that the price being paid is fair and reasonable.  If the item on the statewide contract is higher than other items of the same nature on the contract or other statewide contracts then the recipient must document the reasons for requiring the higher priced product. |  |  |
| 4. The Procurement Method Selection worksheet is completed and Statewide Contract Purchase was selected? |  |  |

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| **Statewide Contract Purchase – Full and Open Competition – All Federal Requirements Apply**  Review the statewide contract procurement to determine if full and open competition was followed (e.g. no geographic preferences given, the procurement was publicized, etc.).  (4220.1F.V.4.c.) | | |
|  | **True** | **False** |
| The statewide contract procurement has been reviewed and determined to be a full and open competition procurement (e.g. no geographic preferences appear to be given)? |  |  |
| **Statewide Contract Purchase – Federal Clauses and Certifications**  Review the statewide contract to determine if all required Federal clauses are included in the contract and certifications will be included.  When obtaining property or services from off of a statewide contract, the recipient must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included.  (4220.1F.V.4.c.) | | |
|  | **True** | **False** |
| The statewide contract has been reviewed and all federal clauses are included or if they are not included the supplier has agreed to append the missing federal clauses to the purchase order to affect the purchase?  (4220.1F.V.4.c.) |  |  |
| All required federal certifications are included in the procurement documentation (for example, if applicable, the recipient must obtain the Buy America certification before entering into the purchase order)?  (4220.1F.V.4.c.) |  |  |
| The recipient understands that all federal requirements apply?  (4220.1F.V.4.c.) |  |  |
| **Purchase Order 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** |
| Item or Service specifications, technical requirements, or performance requirements (see Item Specification Worksheet)? |  |  |
| Quantities (see Necessity Worksheet)? |  |  |
| Performance Period? |  |  |
| Options descriptions to be evaluated? |  |  |
| 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)? |  |  |
| All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

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| **Responsible Contractor Determination** | | |
|  | **True** | **False** |
| The Responsible Determination worksheet is completed for the selected supplier?  (4220.1F VI.2.a.) (2 CFR Part §200.318(h))  *SAM.gov search needed before issuing purchase order for procurements greater than $25,000* |  |  |

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| **Rolling Stock Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Pre-Award section is completed for the selected supplier or the procurement is not for Rolling Stock?  (4220.1F.IV.2.e.)  *Check SWC to confirm Pre-Award requirements are met* |  |  |  |

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| **Construction Requirements** | | | |
|  | **N/A** | **True** | **False** |
| The Construction Requirements worksheet is completed for the selected supplier 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 that the statewide contract solicitation appears to be 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 | | |
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| **Statewide Contract Purchase – Letter to Proceed with Purchase Order**  Before issuing the purchase order, submit the planning and purchase order documents to TDOT for review and to receive the letter to proceed with issuing the purchase order. After receiving letter to proceed, issue purchase order to selected supplier. See Part 3 for next steps, Contract Administration review. | | |
|  | **True** | **False** |
| Before issuing the purchase order, will the planning and purchase order documents be submitted to TDOT for review and to issue a letter to proceed with Issuing the Purchase Order? |  |  |

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

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| **Statewide Contract Purchase – Post Award**   * Issue purchase order with added clauses, as needed, to supplier. * 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? |  |  |