

Final Checklist

Procurement Standards

- ✓ Follow procurement procedures that reflect State and local laws and regulations and conform to federal laws and regulations and the standards in 34 CFR § 80.36
- ✓ Develop and implement a contract administration system for contracts and purchase orders
- ✓ Develop and follow a Conflict of Interest policy
- ✓ Make awards only to responsible contractors
- ✓ Before doing business with a vendor or contractor, verify that entity is not debarred or suspended
- ✓ Maintain records of the history of a procurement
- ✓ Develop and follow cost-efficient procurement procedures
- ✓ Avoid time and material type contracts
- ✓ Develop and follow protest procedures to resolve disputes

Competition

- ✓ Provide full and open competition in all purchasing decisions
- ✓ Do not make procurement decisions based on geographical preference unless federal law explicitly requires or encourages it
- ✓ Develop and follow written selection procedures for procurement transactions
- ✓ Ensure all vendor lists are current and inclusive

Method of Procurement

- ✓ Choose the appropriate method of procurement
 - Small Purchase Procedures
 - Sealed Bids
 - Competitive Proposals
 - Non-competitive proposals
- ✓ Use sealed bids when feasible
- ✓ When using sealed bids, follow the required process
- ✓ When using competitive proposals, follow the required process
- ✓ Perform a cost analysis for a non-competitive proposal

Contract Cost and Price

- ✓ Perform a cost analysis or price analysis for every procurement
- ✓ Observe the requirements for when a cost analysis must be performed, and use a price analysis to determine the reasonableness of the proposed contract price in all cases where a cost analysis is not required
- ✓ Negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed

Final Checklist

Contract Cost and Price (continued)

- ✓ Ensure funds are used only for allowable costs under the appropriate set of federal cost principles
- ✓ Observe limitations for methods of contracting

Purchase of Equipment with IDEA Funds

- ✓ IDEA funds may be used for the acquisition of equipment if determined appropriate
- ✓ Obtain pre-approval from DPI for purchases of equipment

Procurement Review

- ✓ Upon request, provide DPI with information related to specific procurements, including proposed procurements and past solicitations

Contract Provisions

- ✓ Ensure all required provisions are included in contracts and purchase orders

Bonding Requirements

- ✓ Comply with bonding requirements for construction or facility improvement contracts with a cost above the simplified acquisition threshold

Contracting with Minority Firms, Women's Businesses and Labor Surplus Area Firms

- ✓ Take all necessary affirmative steps to assure minority firms, women's businesses, and labor surplus area firms are used when possible

Contracting with Faith-Based Organizations

- ✓ Do not discriminate for or against a private organization because of the organization's religious character or affiliation
- ✓ When contracting with faith-based organizations, observe required limitations on use of federal funds
- ✓ Ensure separation of religious activities from grant-funded activities
- ✓ Allow contracted faith-based organizations to retain autonomy
- ✓ Ensure regulations related to religious discrimination when contracting with a faith-based organization