

Procurement checklist
Information for Procurement Files

Micropurchase	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Vendor selected	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

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Small purchase	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Number of quotes received	_____	_____	_____
Vendor selected	_____	_____	_____
Vendor rejected and why	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

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Sealed Bid	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Invitation of bids public	_____	_____	_____
Potential bidders requesting bid package	_____	_____	_____
Pre bid conference sign in sheet	_____	_____	_____
Bid opening sheet	_____	_____	_____
Bids received as complete and verified	_____	_____	_____
Amendments if any	_____	_____	_____
Vendor selected	_____	_____	_____
Vendor rejected and why	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

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Competitive Proposal	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Request for Proposal public	_____	_____	_____
Request for Proposal includes evaluation factors	_____	_____	_____
Proposals received as complete and evaluation	_____	_____	_____
Amendments if any	_____	_____	_____
Vendor selected	_____	_____	_____
Vendor rejected and why	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

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Sole Source	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Reason for Sole Source	_____	_____	_____
Vendor selected	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____
HUD approval as required	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.