

## Procurement Records Checklist

The grantee must maintain records sufficient to detail the significant history of a procurement [34 CFR Section 80.36(b)(9)]. The significant history will vary depending on the method of procurement. The following are some examples of procurement records that may be maintained for each procurement method.

### Small Purchase Procedures

- ✓ Procurement planning documents
  - Documents to support the rationale for the procurement method selected
- ✓ Price and/or Cost Analysis
  - Price quotes
  - List of other vendors contacted
  - Basis for final price
- ✓ If a contract is developed...
  - Rationale for type of contract selected (e.g., fixed contracts, time and material contracts)
  - Final, signed contract
  - Contract renewals and amendments
- ✓ Union notification, if required
- ✓ Vendor list, if used in the procurement
- ✓ Purchase order
- ✓ Invoice
- ✓ Voucher
- ✓ Receipt of payment

### Sealed Bid

- ✓ Procurement planning documents
  - The rationale for the procurement method ( e.g., sealed bids, rather than competitive proposals or noncompetitive proposals)
- ✓ Request for Bid (solicitation document)
- ✓ Vendor list, if used in the procurement
- ✓ Record of public posting/ advertising
  - Requests for bids (RFBs) must be publicly advertised widely for a length of time sufficient to solicit enough proposals
- ✓ Copies of any bids received
- ✓ Records of any inquiries, communication
- ✓ Price and/or Cost Analysis
  - Independent estimate before receiving bids

- ✓ Union notification, if required
- ✓ Selection/evaluation procedures
- ✓ Evaluation criteria and scoring sheet/rubric
- ✓ Scores of all bids evaluated
- ✓ Records of any presentations or meetings with bidders
- ✓ Final decision made, final bid selected
- ✓ Award letter
- ✓ Final, signed contract
- ✓ Rationale for type of contract selected (e.g., fixed contracts, time and material contracts)
- ✓ Contract renewals and amendments

### **Competitive Proposal**

- ✓ Procurement planning documents
  - The rationale for the procurement method  
( e.g., competitive proposal, rather than sealed bids or noncompetitive proposals)
- ✓ Request for proposal (solicitation document)
  - Identify all criteria used to evaluate proposals and the criteria's relative importance
- ✓ Record of public posting/ advertising
  - Requests for proposals (RFPs) must be publicly advertised widely for a length of time sufficient to solicit enough proposals
- ✓ Vendor list, if used in the procurement
- ✓ Copies of any proposals received
- ✓ Records of any inquiries, communication
- ✓ Price and/or Cost Analysis
  - Independent estimate before receiving proposals
- ✓ Union notification, if required
- ✓ Selection/evaluation procedures
- ✓ Evaluation criteria and scoring sheet/rubric
- ✓ Scores of all proposals evaluated
- ✓ Records of any presentations or meetings with vendors
- ✓ Final decision made, vendor selected
- ✓ Award letter
- ✓ Final, signed contract
- ✓ Rationale for type of contract selected (e.g., fixed contracts, time and material contracts)
- ✓ Contract renewals and amendments

## **Non-Competitive Proposal**

- ✓ Procurement planning documents
  - The rationale for the procurement method  
( e.g., noncompetitive proposal, rather than competitive proposals or sealed bid)
- ✓ Price and/or Cost Analysis
- ✓ Union notification, if required
- ✓ Award letter
- ✓ Final, signed contract
- ✓ Rationale for type of contract selected (e.g., fixed contracts, time and material contracts)
- ✓ Contract renewals and amendments