Procurement General Checklist

Procurement is the structured process that governments, organizations, and agencies use to acquire goods and services in a fair, transparent, and cost-effective manner. Federal rules require the procurement process as a means to safeguard public funds through strong internal controls and documentation. For ARPA SLFRF, procurement ensures that purchase and contract orders meet Uniform Guidance standards and demonstrate responsible stewardship of federal dollars. Beyond ARPA SLFRF, strong procurement practices support long-term financial integrity and reduce non-compliance or fiscal risk. Procurement is both a compliance requirement and a strategic tool for municipalities.

	#	Procurement Step	Policy Ref.
Plan			
☐	**1**	Confirm federal procurement applicability.	*2 C.F.R. § 200.317, 200.318*
☐	**2**	Write down exactly what work needs to be done (Scope of Work) before contacting any contractors. Keep a copy on file.	*2 C.F.R. § 200.319(d)(2)*
☐	**3**	Select the correct procurement method (Micro purchase, sealed bid, sole source, competitive or non-competitive proposal, etc.).	*2 C.F.R. § 200.320*
☐	**4**	Have a system in place to maintain all procurement records, including information on method, selection, price, contract types, and payment or bidding documents.	*2 C.F.R. § 200.318(i)*
Solicit			
☐	**5**	Ensure full and open competitions, avoiding restrictive requirements or noncompetitive practices, when applicable.	*2 C.F.R. § 200.319(a) & (c)*
☐	**6**	Verify vendor eligibility through SAM.gov. Print or save proof of records for each vendor. We encourage you to establish your own vendor vetting practices in addition to checking SAM.gov.	*2 C.F.R. § 200.214, 2 C.F.R. § 180, Appendix II §H*

☐	**7**	Give proposers a clear deadline and criteria with enough time to respond. State the deadline in your solicitation.	*2 C.F.R. § 200.319(a)*
☐	**8**	Take the appropriate affirmative steps for small or minority businesses, when applicable.	*2 C.F.R. §200.321*
Evaluate and Select			
☐	**9**	Collect all quotes/bids in writing and save every response, including nonresponses and declined responses.	*2 C.F.R. § 200.318(i)*
☐	**10**	Compare all quotes in a simple side-by-side sheet, documenting the selection process for every vendor. Ensure the process and scoring follows what was posted publicly in the RFx.	*2 C.F.R. § 200.318(i)*
☐	**11**	Do not solely award based on geography.	*2 C.F.R. § 200.318(d)*
☐	**12**	**Best Practice:** Do not split a project into smaller pieces to avoid procurement rules and stay under the micro-purchase threshold.	
☐	**13**	Document any conflicts of interest, verifying no participating staff or officials have conflicts of interest with the selected vendor(s) for contracts.	*2 C.F.R. § 200.318(c)*
Award			
☐	**14**	Conduct, document and retain a cost or price analysis, if applicable (Required for procurements above the simplified acquisition threshold - $10,000 for micro-purchase and $250,000 for the simplified acquisition threshold.).	*2 C.F.R. § 200.324(a), Treasury FAQ 1.3*
☐	**15**	Use a written contract and prohibit cost-plus-percentage-of-cost contracts. Follow proper change order procedures when a CO is needed.	*2 C.F.R. § 200.324(d)*
☐	**16**	Include all required Federal Contract Provisions (Termination for Cause and Convenience clause, Equal Opportunity Employment clause, Suspension and	*2 C.F.R. § 200.327, Appendix II §B, §C and §H,*

		Debarment clause (required over $25,000), recovered materials, and apply domestic preference requirements.).	*§200.323(b), §200.322*
Administer & Close			
☐	**17**	Monitor contractor performance and maintain ongoing documentation of activities, confirming that all procurement steps and associated documents are complete, organized, and audit ready. Retain documentation for proper retention period.	*2 C.F.R. § 200.318(b)(i)*

Disclaimer: This checklist is an internal project management tool intended to support municipal staff in tracking tasks associated with the procurement process. Use of this worksheet does not constitute compliance with procurement rules or regulations. This checklist does not replace the entity's own adopted procurement policy or 2 C.F.R. or U.S. Department of the Treasury requirements. Users are responsible for ensuring that all procurement actions adhere to the official requirements, and citations should be verified against the current 2 C.F.R. regulations.