

Procurement Documentation Checklist

For Engineering/Architectural and/or Grant Administration Services

<input type="checkbox"/> Procurement checklist	
<input type="checkbox"/> Engineering services	
<input type="checkbox"/> Architectural services	
<input type="checkbox"/> Grant management services	
<input type="checkbox"/> Other: _____	
	Affidavit of publication for the RFP/RFQ advertisement or documentation of phone solicitation process, if applicable
	Scope of RFP/RFQ or project work description is clearly defined.
	RFP/RFQ includes scoring criteria that will be used.
	If grant administration and professional (engineering or architecture) are sought, grantee must use “and/or” language in advertisement. For example, “City is seeking engineering and/or grant administration firms to submit proposals...”
	Documentation of proactive outreach to Section 3 and DBE firms per the guidance provided in Section 3: Disadvantaged Business Enterprise/Minority Business Enterprise/Women Business Enterprise Toolkit available at: _____
	Documentation of scoring or proposals received
	Contractor eligibility/debarment check completed prior to contract award



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	Documentation of selection/decision to award: for example, meeting minutes demonstrating the town council voting to award the contract to the highest-scoring firm
	Copy of executed contract
	Fixed-price contract with delineation of hourly pay rates and estimated hours
	CDBG supplemental conditions provided in procurement toolkit attached to the executed contract
Notes:	