**Procurement – Two-Step Procedures**

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| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap here to enter text. |

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| **Two-Step Procedures**  (4220.1F.VI.3.e.)  As presented in 4220.1F.VI.3.e. Two-Step Procurement is a procurement process in which a recipient may use two-step procurement procedures in either sealed bid or competitively negotiated procurements provided the opportunity for full and open competition is retained.   * The first step is a review of each vendor’s proposal for their technical approach to the solicitation and their technical qualifications to execute that approach. At least three vendors are selected by the recipient to continue to the second step after determining those vendors with the best qualifications and approach to the project based on evaluation factors as listed in the recipient’s advertised solicitation. * The second step consists of soliciting and reviewing complete bids (two-step sealed bidding) or proposals including price (competitive negotiations), submitted by vendors determined to be qualified and responsible in the first step. While all vendor’s offers must be considered in the first step, absent exceptional circumstances, the recipient should attempt to solicit a minimum of three qualified, responsible vendors for the second step.   Before attempting the two-step process, the recipient should be confident that at least three qualified, responsible vendors will respond to the procurement solicitation. The worksheet presents both the Sealed Bid and Proposals processes for completion of two step procedures, however, only one method should be used to complete the solicitation. Some sections of the worksheet address the two step process in general, some sections address the Sealed Bid type solicitation, and some sections address the Proposal type solicitation. Based on the type of solicitation selected in the planning phase of the solicitation development, only those sections that apply to the general two step process and the type of solicitation selected should be completed. |

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| **Two Step Procurement Worksheet - Part 1**  *Completed and submitted prior to launching publicity plan* |

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| **Two-Step Procurement Check List Worksheet**  ( 4220.1F.VI.3.d.) (2 CFR §200.320(b)(2)) | | |
|  | **True** | **False** |
| 1. The Specification worksheet is completed? |  |  |
| 2. The Necessity worksheet is completed? |  |  |
| 3. The Independent Estimate worksheet is completed? |  |  |
| 4. Part 1 of the Procurement Method Selection worksheet is completed and Two-Step Procurement Method resulted? |  |  |
| 5. Part 1 of the Publicity Plan worksheet for planning the announcement/advertisement is completed? |  |  |
| 6. Part 1 of the Responsibility Determination worksheet has been completed to plan the request and receipt of Responsible Offeror Criteria? |  |  |
| 7. Part 1 of the Contract Administration worksheet is completed? |  |  |
| 8. All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

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| **Two-Step Procedures – Formal Procurement Type**  … consists of soliciting and reviewing complete bids (sometimes referred to as “two-step sealed bidding”) or proposals (as in “competitive negotiations”), including price, submitted by each prospective contractor …  (4220.1F.VI.3.e.) (2 CFR §200.320(b)(1)&(2))  Which formal procurement type will the two step-process use? | |
|  | Sealed Bid (Invitation to Bid) – Complete the Sealed Bid solicitation sections. |
|  | Proposal (Request for Proposals) – Complete the Proposal solicitation sections. |

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| **Two-Step – Planning – Bid (Invitation to Bid) Requirements**  If sealed bids are used, the following requirements apply.  (4220.1F.VI.3.c.(2)) (2 CFR §200.320(b)(1)) |

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| **Invitation to Bid – Precise Specifications**  The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;  (4220.1F.VI.3.c.(1)(a)) (2 CFR §200.320(b)(1)(B)) | | | | | |
|  | | | **N/A** | **True** | **False** |
| The planning specification worksheet is completed as presented in the ITB advertisement, and the advertisement contains the specifications definitions in sufficient detail for the Offeror to prepare and submit a proper response? | | |  |  |  |
| **Invitation to Bid – Adequate Sources**  Bids must be solicited from an adequate number of qualified sources…  … Absent exceptional circumstances, the recipient should attempt to solicit bids or proposals from at least three qualified prospective contractors. …  (4220.1F.VI.3.c.(1)(b)) (4220.1F.VI.3.e.) (2 CFR §200.320(b)(1)(ii)(A)) | | | | | |
| The ITB is expected to attract three or more (adequate number) qualified, responsible bidders? | | |  |  |  |
| **Invitation to Bid – Sufficient Time**  … providing them sufficient response time prior to the date set for opening the bids, …  (4220.1F.VI.3.c.(1)(d)) (2 CFR §200.320(b)(1)(ii)(A)) | | | | | |
| **Two-Step Planned Step One ITB Advertising Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Two-Step Planned Step One Due Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Two-Step Planned Step One Selection Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Two-Step Planned Step Two ITB Request Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| **Two-Step Planned Step Two Due Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| **Two-Step Planned Step Two ITB Bid Opening Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| The ITB solicitation provides for sufficient response time prior to the date set for opening the bids to allow vendors to prepare proper bids? | | |  |  |  |
| **Invitation to Bid – Publicity**  … for local, and tribal governments, the invitation for bids must be publicly advertised;  (4220.1F.VI.3.c.(1)(a)) (2 CFR §200.320(b)(1)(A)) | | | | | |
| The publicity plan has been developed and the Publicity Plan planning worksheet completed for review prior to advertisement? | | |  |  |  |
| **Invitation to Bid – Publicity – Step One**  ... No additional public notice or advertisement of the solicitation is necessary because such notice was given during the Step One Process. …  (Best Practices Procurement & Lessons Learned Manual, Pg 96) | | | | | |
| The recipient has planned to advertise Step One of the Two-Step procurement? | | |  |  |  |
| **Invitation to Bid – Pre-Bid Conference**  A recipient may hold a pre-bid conference with prospective bidders before bids have been received.  (4220.1F.VI.3.c.(1)(e)) | | | | | |
| Will the recipient hold a pre-bid conference for prospective bidders? | | |  |  |  |
| **If applicable, Planned Step One ITB Pre-Bid Conference Date:** | | Click or tap to enter a date. | | | |
| **Invitation to Bid – No Discussions After Receipt of Bids**  No discussions are necessary after receipt of bids from vendors.  Two-Step procedures may incorporate discussions.  (4220.1F.VI.3.c.(1)(e)) (4220.1F.VI.3.e.) | | | | | |
| After the pre-bid conference, which is an opportunity for vendors to get clarification on the procurement, the recipient does not have a need for discussions with bidders? | | |  |  |  |
| **Two-Step –– Discussion Considerations – Technical Approach & Qualifications**  What discussion techniques are planned for the Invitation to Bid step one?  All discussion techniques should be presented to vendors in the original solicitation and based on known, pre-planned factors. The process should be well documented in the procurement files.  (FTA Best Practices Procurement Manual 4.3) | | | | | |
| **Two-Step – Discussions – Step One**  (Technical Approach & Qualifications, Price Excluded) | | | | | |
|  | No discussions are planned (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Use of a competitive range – This technique can be used when discussions are planned in order to eliminate non-viable proposals in an effort to save time when a large number of responses are possible. It is not to be used to unfairly eliminate offers. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Proposer presentations. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Written or oral discussions. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other discussion techniques. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Two-Step – Discussions – Step Two**  (Proposal & Price) | | | | | |
|  | No discussions are planned (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Use of a competitive range – This technique can be used when discussions are planned in order to eliminate non-viable proposals in an effort to save time when a large number of responses are possible. It is not to be used to unfairly eliminate offers. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Proposer presentations. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Written or oral discussions. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Request for revised proposals and/or best and final offer. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other discussion techniques. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Two-Step ITB – Step One – Technical Approach & Qualifications**  (4220.1F.VI.3.e.)  What evaluation factors are listed in the solicitation to be publicized? | | | | | |
| **Two-Step ITB – Step One – Technical Approach & Qualifications**  (Technical Approach & Qualifications, Price Excluded) | | | | | |
|  | Technical Approach (describe below) | | | | |
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|  | Technical Qualifications (describe below) | | | | |
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|  | Other Technical Criteria (describe below) | | | | |
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|  | Past Performance (describe below) | | | | |
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|  | Key Personnel (describe below) | | | | |
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|  | Other (describe below) | | | | |
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|  | All Other Factors (describe below) | | | | |
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| **Request for Proposals – Evaluation Factors – Step Two**  (Proposal & Price) | | | | | |
|  | Price (required to be one of the factors, describe below) | | | | |
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|  | Any Other Factors (describe below) | | | | |
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| **Invitation to Bid – Public Opening**  All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;  (4220.1F.VI.3.c.(1)(e)) (2 CFR §200.320(b)(1)(C)) | | | | | |
| **Projected Planned ITB Bid Opening Location:** | | Click or tap here to enter text. | | | |
| **Projected Planned ITB Bid Opening Time:** | | Click or tap here to enter text. | | | |
| Does the ITB advertisement state the time and place prescribed for the public opening of bids, and that the bids will be opened publicly? | | |  |  |  |
| **Invitation to Bid – Award to be Based on Lowest Price**  The successful bidder is to be selected on the basis of the lowest price and, possibly in addition, price-related factors and not on other factors that cannot be measured at the time of the award (and not on the basis of contract factors other than the responsible determination.)  (4220.1F.VI.3.c.(2)(f)) (2 CFR §200.320(b)(1)(ii)(D)) | | | | | |
| The successful bidder is to be selected on the basis of the lowest price and if specified in the procurement document considers total price factors such as transportation costs, life cycle costs, etc.? | | |  |  |  |
| Has the recipient prepared a bid tabulation/evaluation sheet for the invitation to bid and included it in the procurement documentation to be submitted to and reviewed by TDOT? | | |  |  |  |
| **Invitation to Bid – Fixed Price Contract**  A firm fixed price contract is awarded …  (4220.1F.VI.3.c.(2)(f)) (2 CFR §200.320(b)(1)(ii)(D)) | | | | | |
| The ITB will award the procurement based on a unit or total fixed price contract type? | | |  |  |  |
| **Invitation to Bid – Rejection of Bids**  Any or all bids may be rejected if there is a sound documented reason.  (4220.1F.VI.3.c.(2)(g)) (2 CFR §200.320(b)(1)(ii)(E)) | | | | | |
| The ITB has selected and advertised that the recipient may reject any or all bids for a sound documented reason? | | |  |  |  |

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| **Two-Step – Planning – Request for Proposals Requirements**  Proposals are awarded in accordance with the following requirements.  (4220.1F.VI.3.d.(2)) (2 CFR §200.320(b)(2)) |

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| **Request for Proposals – Types of Specifications**  The property or services to be acquired are described in a performance or functional specification; or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing the contract award on factors other than price alone are present.  (4220.1F.VI.3.d.(1)(a)) | | | |
|  | N/A | **True** | **False** |
| The proposal solicitation has a performance or functional specifications, or if technical specifications are described there are other circumstances such as a need for discussions with proposers about their approach to the project or there is a need to base the award on factors other than price? |  |  |  |
| **Discuss the decision for the types of specifications used in the Proposal:** | | | |
| Click or tap here to enter text. | | | |

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| **Request for Proposals – Adequate Sources**  … Proposals must be solicited from an adequate number of qualified offers. …  There are two or more responsible proposers willing and able to effectively compete for the business.  … Absent exceptional circumstances, the recipient should attempt to solicit bids or proposals from at least three qualified prospective contractors. …  (4220.1F.VI.3.d.(2)(c)) (4220.1F.VI.3.e.(2)) | | | | | |
| The RFP is expected to attract three or more responsible proposers? | | |  |  |  |
| **Planned Two-Step RFP Step One Advertising Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Planned Two-Step Step One Due Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Planned Two-Step Step One Selection Date:**  (Technical Approach & Qualifications) | | Click or tap to enter a date. | | | |
| **Planned Two-Step Step Two Proposal Request Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| **Planned Two-Step Step Two Due Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| **Planned Two-Step Step Two Selection Date:**  (Proposal & Price) | | Click or tap to enter a date. | | | |
| **Request for Proposals – Publicity**  Request for proposals must be publicized...  (4220.1F.VI.3.d(2)(a)) (2 CFR §200.320(b)(2)(i)) | | | | | |
| Will the request for proposal be publicly advertised and the Publicity Plan Worksheet has been completed? | | |  |  |  |
| **Request for Proposals – Publicity – Step One**  ... No additional public notice or advertisement of the solicitation is necessary because such notice was given during the Step One Process. …  (Best Practices Procurement & Lessons Learned Manual, Pg 96) | | | | | |
| The recipient has planned to advertise Step One of the Two-Step procurement? | | |  |  |  |
| **Request for Proposals – Maximum Considerations**  … Any response to publicized requests for proposals must be considered to the maximum extent practical; …  Separate discussions with individual offeror(s) are expected to be necessary after they have submitted their proposals. Note that discussions are not required unless the solicitation commits to having discussions.  (4220.1F.VI.3.d.(1)(d)) (2 CFR §200.320(b)(2)(i)) | | | | | |
| The RFP explains that discussions with individual bidders are expected to be necessary after they have submitted their proposals? | | |  |  |  |
| **Request for Proposals – Maximum Considerations – Discussion Considerations**  What discussion techniques are planned for the Request for Proposal?  All discussion techniques should be presented to vendors in the original solicitation and based on known, pre-planned factors. The process should be well documented in the procurement files.  (FTA Best Practices Procurement Manual 4.3) | | | | | |
| **Request for Proposals – Discussions – Step One**  (Technical Approach & Qualifications, Price Excluded) | | | | | |
|  | No discussions are planned (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Use of a competitive range – This technique can be used when discussions are planned in order to eliminate non-viable proposals in an effort to save time when a large number of responses are possible. It is not to be used to unfairly eliminate offers. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Proposer presentations. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Written or oral discussions. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other discussion techniques. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Request for Proposals – Discussions – Step Two**  (Proposal & Price) | | | | | |
|  | No discussions are planned (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Use of a competitive range – This technique can be used when discussions are planned in order to eliminate non-viable proposals in an effort to save time when a large number of responses are possible. It is not to be used to unfairly eliminate offers. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Proposer presentations. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Written or oral discussions. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Request for revised proposals and/or best and final offer. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other discussion techniques. (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Request for Proposals – Evaluation Factors Identified in Solicitation**  … and identify all evaluation factors and their relative importance. …  All evaluation factors for technical merit and their relative importance are specified in the solicitation; but numerical or percentage ratings or weights need not be disclosed.  (4220.1F.VI.3.d.(2)(b)) (2 CFR §200.320(b)(2)(i)) | | | | | |
| All Step One evaluation factors for technical approach and qualifications, excluding price, and their relative importance are specified in the solicitation (numerical or percentage ratings or weights need not be disclosed)? | | |  |  |  |
| All Step Two evaluation factors including price and their relative importance are specified in the solicitation (numerical or percentage ratings or weights need not be disclosed)? | | |  |  |  |
| **Request for Proposals – Evaluation Factors – Price and Other Factors**  The solicitation must also advise proposers whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole.  (4220.1F.VI.3.d.(2)(e)) (PSR Guidebook 4.3.4) | | | | | |
| Does the solicitation describe the factors to be used to evaluate and select the winning proposal, advise offerors whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole, and that the proposal most advantageous to the recipient will be selected? | | |  |  |  |
| Does the solicitation only request price in Step Two of the process? | | |  |  |  |
| **Request for Proposals – Evaluation Factors**  (4220.1F.VI.3.d.(2)(b)) (2 CFR §200.320(b)(2)(i))  What evaluation factors are listed in the solicitation to be publicized? | | | | | |
| **Request for Proposals – Evaluation Factors – Step One**  (Technical Approach & Qualifications, Price Excluded) | | | | | |
|  | Technical Approach (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Technical Qualifications (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other Technical Criteria (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Past Performance (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Key Personnel (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | All Other Factors (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Request for Proposals – Evaluation Factors – Step Two**  (Proposal & Price) | | | | | |
|  | Price (required to be one of the factors, describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Technical Approach (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Technical Qualifications (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other Technical Criteria (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Past Performance (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Key Personnel (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | Other (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
|  | All Other Factors (describe below) | | | | |
| Click or tap here to enter text. | | | | | |
| **Request for Proposals – Written Evaluation**  … The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; …  A specific method is established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.  (4220.1F.VI.3.d(2)(d)) (2 CFR §200.320(b)(2)(ii)) | | | | | |
| Has a written evaluation method been established? | | |  |  |  |
| Is the proposal evaluation form attached to the RFP worksheet (required, also see procurement recordkeeping worksheet)? | | |  |  |  |
| **Request for Proposals – Responsible Determinative Evaluation Factor**  … Contracts must be awarded to the responsible offeror…  The successful bidder is to be selected on the basis of responsible determination and whose proposal is most advantageous to the recipient’s program with price and other factors considered.  (4220.1F.VI.3.d.(2)(e)) (2 CFR §200.320(b)(2)(ii)) | | | | | |
| The RFP explains that the successful offeror must be responsible and possess the technical merit to complete the project? | | |  |  |  |
| **Request for Proposals – Evaluation Factors – Best Value**  … whose proposal is advantageous to the non-Federal entity, with price and other factors considered, …  The recipient may award the contract to the offeror whose proposal provides the greatest value to the recipient. To do so, the recipient’s solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. The evaluation factors for a specific procurement should reflect the subject matter and the elements that are most important to the recipient. Those evaluation factors may include, but need not be limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan. The recipient should base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors. Apart from the statutory requirement that the contract must support the recipient’s public transportation project consistent with applicable Federal laws and regulations, FTA does not require any specific factors or analytic process.  (4220.1F.VI.3.d.(2)(f)) (2 CFR §200.320(b)(2)(iii)) | | | | | |
| Does the solicitation inform potential proposers that the award will be made on a “best value” basis and identify what factors will form the basis for the award? | | |  |  |  |

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| **PART 1 – End Check Point**  *Completed and submitted prior to launching publicity plan* | | |
| **Twp-Step Sealed Bids or Request for Proposals – Letter to Proceed with Advertisement**  Before advertising the procurement, submit the planning and solicitation documents to TDOT for review and to issue the letter to proceed with advertising the solicitation. After receiving letter to proceed, advertise and run the Solicitation. See Part 2 for next steps, Before Contract Executed/Awarded review. | | |
|  | **True** | **False** |
| Before advertising the procurement, will the planning and solicitation documents be submitted to TDOT for review and to issue a letter to proceed with advertisement of the Two-Step Procurement? |  |  |

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| **Two Step Procurement Worksheet – Part 2**  *Completed and submitted prior to issuing purchase order or executing contract* |

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| **Two-Step Procurement Solicitation**   * Advertise and run the Two-Step Procurement according to plan. * Run step one of procurement. Receive offerors submissions of technical approach and qualifications, excluding price. * If do not receive two or more responsible offerors willing to compete, perform single response analysis. * If do not receive three or more responsible offerors willing to compete for step one, re-evaluate use of Two-Step procurement process. * Receive proposals and review. * Discuss and evaluate step one offerors based on criteria stated in solicitation. * Evaluate step one offers based only on the evaluation factors included in the solicitation documents. * Select responsible offerors with technical approach and qualifications that meet specifications, and in competitive range (if used), to proceed to step two. * Request step two offers from step one selected offerors. * Discuss and evaluate step two offerors based on criteria stated in solicitation. * Select winning offer but wait on contract execution. * Winning offer in step two should be the lowest price for a Bid type procurement and the best value to the recipient for a Proposal type procurement. * Confirm that the offered item or service meets the Two-Step specifications. * Complete a responsible contractor analysis. * Confirm the acceptance of the clauses and certifications in the winning offer package. * If Rolling Stock procurement, complete pre-award certifications. * If Construction procurement, confirm receipt of bond requirements. * Confirm that the accepted total price amount is reasonable, complete Cost or Price Analysis. * Provide reasons for selection of the winning proposals, and reasons for any rejected proposals. * Provide justification for the award price. * Confirm contract to be used contains all clauses. * Submit documentation to TDOT for Letter to Proceed with the Award. |

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| **Two-Step Evaluation** | | |
|  | **True** | **False** |
| The Step One evaluation result documentation for the Two-Step Procurement offers received is attached? |  |  |
| The Step Two evaluation result documentation for the Two-Step Procurement offers received is attached? |  |  |

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| **Two-Step – Evaluation & Award – Bid (Invitation to Bid) Requirements**  If sealed bids are used, the following requirements apply.  (4220.1F.VI.3.c.(2)) (2 CFR §200.320(b)(1)) |

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| **Adequate Sources** | | | |
|  | **N/A** | **True** | **False** |
| Two or more responsible bidders made offers?  (4220.1F.VI.3.c.(1)(b)) (2 CFR §200.320(b)(1)(ii)(A)) (2 CFR §200.320(b)(1)(i)(B)) |  |  |  |
| **Sufficient Time** | | | |
| The ITB solicitation provided sufficient response time prior to the date set for opening the bids to allow vendors to submit proper bids?  (4220.1F.VI.3.c.(1)(d)) (2 CFR §200.320(b)(1)(ii)(A)) |  |  |  |
| **Publicity** | | | |
| The ITB must be publicly advertised. The Publicity Plan worksheet for review after bid evaluations is completed and the solicitation was advertised?  (4220.1F.VI.3.c.(2)(a)) (2 CFR §200.320(b)(1)(ii)(A)) |  |  |  |
| **Precise Specifications** | | | |
| **Selected Bid Matches Solicitation Specifications**  The selected bid was a proper bid and matches the solicitation specifications?  (4220.1F.VI.3.c.(1)(a)) (2 CFR §200.320(b)(1)(ii)(B)) (2 CFR 200.320(b)(1)(i)(A)) |  |  |  |
| **Precise Specifications**  Specifications for items or services were sufficiently described in the solicitation?  (4220.1F.VI.3.c.(1)(a)) (2 CFR §200.320(b)(1)(ii)(B)) (2 CFR 200.320(b)(1)(i)(A)) |  |  |  |
| **Public Opening** | | | |
| The bid opening occurred at the place and time advertised?  (4220.1F.VI.3.c.(2)(e)) (2 CFR 200.320(b)(1)(ii)(C)) |  |  |  |
| **Fixed Price Contract** | | | |
| The contract type is a Fixed Price Contract or Purchase Order with Clauses attached?  (4220.1F.VI.3.c.(1)(c)) (2 CFR §200.320(b)(1)(ii)(D)) (2 CFR §200.320(b)(1)(i)(C)) |  |  |  |
| **Award to be Based on Lowest Price** | | | |
| The successful offer is selected based on the lowest price?  (4220.1F.VI.3.c.(1)(d)) (2 CFR §200.320(b)(1)(ii)(D)) (2 CFR §200.320(b)(1)(i)(C)) |  |  |  |

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| **Two-Step – Evaluation & Award – Request for Proposals Requirements**  Proposals are awarded in accordance with the following requirements.  (4220.1F.VI.3.d.(2)) (2 CFR §200.320(b)(2)) |

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| **Request for Proposals – Types of Specifications**  The property or services to be acquired are described in a performance or functional specification; or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing the contract award on factors other than price alone are present.  (4220.1F.VI.3.d.(1)(a)) | | | |
|  | **N/A** | **True** | **False** |
| Did the proposal solicitation list performance or functional specifications, or if technical specifications were described were there other circumstances such as a need for discussions with proposers about their approach to the project or was there a need to base the award on factors other than price? |  |  |  |

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| **Publicity** |

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| The RFP must be publicly advertised. Part 2 of the Publicity Plan worksheet is completed and attached to procurement documentation for review after proposal evaluations were completed?  (4220.1F.VI.3.d.(2)(a)) |  |  |  |
| **Request for Proposals – Evaluation Factors Identified in Solicitation**  … and identify all evaluation factors and their relative importance. …  All evaluation factors for technical merit and their relative importance are specified in the solicitation; but numerical or percentage ratings or weights need not be disclosed.  (4220.1F.VI.3.d.(2)(b)) (2 CFR §200.320(b)(2)(i)) | | | |
| All evaluation factors for technical merit and their relative importance that were specified in the solicitation (numerical or percentage ratings or weights need not be disclosed) were used in the evaluation of proposals? |  |  |  |
| **Request for Proposals – Evaluation Factors – Price and Other Factors**  The solicitation must also advise proposers whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole.  (4220.1F.VI.3.d.(2)(e)) (PSR Guidebook 4.3.4) | | | |
| Did the solicitation describe the factors to be used to evaluate and select the winning proposal, advise offerors whether price is approximately equal to, less than, or greater in importance than the technical and non-price evaluation factors as a whole, and that the proposal most advantageous to the recipient will be selected? |  |  |  |
| **Request for Proposals – Adequate Sources**  … Proposals must be solicited from an adequate number of qualified offers. …  There are two or more responsible proposers willing and able to effectively compete for the business.  (4220.1F.VI.3.d(2)(c)) (2 CFR §200.320(b)(2)(i)) | | | |
| Two or more responsible vendors submitted proposals?  (4220.1F.VI.3.d.(2)(c)) (2 CFR §200.320(b)(2)(i)) |  |  |  |
| **Request for Proposals – Maximum Considerations**  … Any response to publicized requests for proposals must be considered to the maximum extent practical; …  Separate discussions with individual offeror(s) are expected to be necessary after they have submitted their proposals. Note that discussions are not required unless the solicitation commits to having discussions.  (4220.1F.VI.3.d.(1)(d)) (2 CFR §200.320(b)(2)(i)) | | | |
| Did the recipient have discussions with proposers after proposals were submitted? |  |  |  |
| Did the recipient document discussion techniques and results, if discussions were held, in the procurement file? |  |  |  |
| **Request for Proposals – Written Evaluation**  … The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; …  A specific method is established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.  (4220.1F.VI.3.d(2)(d)) (2 CFR §200.320(b)(2)(ii)) | | | |
| Is the completed proposal evaluation form included in the procurement documentation? |  |  |  |
| **Request for Proposals – Responsible Determinative Evaluation Factor**  … Contracts must be awarded to the responsible offeror…  The successful bidder is to be selected on the basis of responsible determination and whose proposal is most advantageous to the recipient’s program with price and other factors considered.  (4220.1F.VI.3.d.(2)(e)) (2 CFR §200.320(b)(2)(ii)) | | | |
| The selected proposers were determined to be responsible? |  |  |  |
| **Request for Proposals – Evaluation Factors – Best Value**  … whose proposal is advantageous to the non-Federal entity, with price and other factors considered, …  The recipient may award the contract to the offeror whose proposal provides the greatest value to the recipient. To do so, the recipient’s solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. The evaluation factors for a specific procurement should reflect the subject matter and the elements that are most important to the recipient. Those evaluation factors may include, but need not be limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan. The recipient should base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors. Apart from the statutory requirement that the contract must support the recipient’s public transportation project consistent with applicable Federal laws and regulations, FTA does not require any specific factors or analytic process.  (4220.1F.VI.3.d.(2)(f)) (2 CFR §200.320(b)(2)(iii)) | | | |
| Was the award made on a “best value” basis based on the evaluation factors identified in the solicitation? |  |  |  |

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| **Two-Step – Evaluation & Award – General Requirements**  Proposals are awarded in accordance with the following requirements.  (4220.1F.VI.3.d.(2)) (2 CFR §200.320(b)(2)) |

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| **Responsible Contractor Determination** | | |
|  | **True** | **False** |
| Part 2 of the Responsible Determination worksheet is completed for the selected offer?  (4220.1F VI.2.a.) (2 CFR Part §200.318(h)) |  |  |

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| **Price Analysis and Cost Analysis** | | |
|  | **True** | **False** |
| The Price Analysis and Cost Analysis worksheet is completed for the selected offer?  (4220.1F.VI.6.) (2 CFR Part §200.324) |  |  |

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| **Contract Administration** | | |
|  | **True** | **False** |
| Part 2 of the Contract Administration worksheet is completed? |  |  |

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| **Clauses and Certifications Checklist** | | |
|  | **True** | **False** |
| The Clauses and Certifications Check List is completed to check for required compliance? |  |  |

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| **PART 2 – End Check Point**  *Completed and submitted prior to issuing purchase order or executing contract* | | |
| **Two-Step – Letter to Proceed with Award Execution**  Before executing the award contract, submit the evaluation and award documents to TDOT for review and to receive the letter to proceed with award contract. After receiving letter to proceed, execute contract with selected vendor. See Part 3 for next steps, Contract Administration review. | | |
|  | **True** | **False** |
| Before executing the award contract, will the evaluation and award documents be submitted to TDOT for review and to issue a letter to proceed with the Award Execution? |  |  |

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| **Two Step Procurement Worksheet – Part 3**  *Completed and submitted prior to requesting expense reimbursement* |

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| **Two-Step – Post Award**   * Execute contract with winning proposer. * Contract Administration – Oversight of contract performance executed as described in the solicitation. * Contract Administration – Receive goods and services. * Contract Administration – Pay invoices. * Program reimbursement request.   (2 CFR §200.318(b)) |

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| **Contract Administration** | | |
|  | **True** | **False** |
| Part 3 of the Contract Administration worksheet is completed? |  |  |

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| **Final Documentation Submission to TDOT**  After executing the contract or issuing the purchase and completing the post award contract administration tasks, submit copies of all final documentation and any post award documentation listed in the post award task list to TDOT. | | |
|  | **True** | **False** |
| Will all post award documentation be submitted to TDOT? |  |  |