**Procurement – Statewide Contract Purchase Worksheet**

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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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| **Statewide Contract Purchase Worksheet – Part 1**  *Completed and submitted prior to requesting quotes or launching publicity plan*  **Step Skipped** |

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| **Statewide Contract Purchase Worksheet – Part 2**  *Completed and submitted prior to issuing purchase order or executing contract* |

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| **State Purchasing Schedules (Statewide Contract Purchase)**  (4220.1F Chapter V Section 4.) | | |
|  | **True** | **False** |
| 1. The Specification worksheet is completed? |  |  |
| 2. The Necessity worksheet is completed? |  |  |
| 3. The Independent Estimate worksheet is completed?  The independent estimate must be based on recent prices established in the open market. If the statewide contract procurement contains a price analysis for the award of the contract and the recipient determines it to be currently adequate, the recipient may then use the price analysis from the procurement. The recipient is required to document the analysis of how it arrived at the determination that the price being paid is fair and reasonable.  If the item on the statewide contract is higher than other items of the same nature on the contract or other statewide contracts then the recipient must document the reasons for requiring the higher priced product. |  |  |
| 4. Parts 1 and 2 of the Procurement Method Selection worksheet are completed and Statewide Contract Purchase was selected? |  |  |
| 5. Parts 1 and 2 of the Responsibility Determination worksheet are completed? |  |  |
| 6. Parts 1 and 2 of the Contract Administration worksheet are completed? |  |  |
| 7. All required clauses and certifications included from Federal Clause and Certification Check List? |  |  |

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| **Statewide Contract Purchase – Full and Open Competition – All Federal Requirements Apply**  Review the statewide contract procurement to determine if full and open competition was followed (e.g. no geographic preferences given, the procurement was publicized, etc.).  (4220.1F.V.4.c.) | | |
|  | **True** | **False** |
| The statewide contract procurement has been reviewed and determined to be a full and open competition procurement (e.g. competitive solicitation, no geographic preferences appear to be given, not a sole source, etc.)? |  |  |
| **Statewide Contract Purchase – Federal Clauses and Certifications**  Review the statewide contract to determine if all required Federal clauses are included in the contract and certifications will be included.  When obtaining property or services from off of a statewide contract, the recipient must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included.  (4220.1F.V.4.c.) | | |
|  | **True** | **False** |
| The statewide contract has been reviewed and all federal and state clauses are included or if they are not included the supplier has agreed to append the missing federal clauses to the purchase order to affect the purchase?  (4220.1F.V.4.c.) |  |  |
| All required federal certifications are included in the procurement documentation (for example, if applicable, the recipient must obtain the Buy America certification before entering into the purchase order)?  (4220.1F.V.4.c.) |  |  |
| The recipient understands that all federal requirements apply?  (4220.1F.V.4.c.) |  |  |

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| **Responsible Contractor Determination** | | |
|  | **True** | **False** |
| The Responsible Determination worksheet is completed for the selected supplier?  (4220.1F VI.2.a.) (2 CFR Part §200.318(h))  *SAM.gov search needed before issuing purchase order for procurements greater than $25,000* |  |  |

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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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| **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* | | |
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| **Statewide Contract Purchase – Letter to Proceed with Purchase Order**  Before issuing the purchase order, submit the planning and purchase order documents to TDOT for review and to receive the letter to proceed with issuing the purchase order. After receiving letter to proceed, issue purchase order to selected supplier. See Part 3 for next steps, Contract Administration review. | | |
|  | **True** | **False** |
| Before issuing the purchase order, will the planning and purchase order documents be submitted to TDOT for review and to issue a letter to proceed with Issuing the Purchase Order? |  |  |

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| **Statewide Contract Purchase Worksheet – Part 3**  *Completed and submitted prior to requesting expense reimbursement* |

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| **Statewide Contract Purchase – Post Award**   * Issue purchase order with added clauses, as needed, to supplier. * 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? |  |  |