This checklist is designed to assist local governments in complying with federal and state regulations when procuring professional services that will be paid for with Community Development Block Grant (CDBG) funding throughout the procurement process. The checklist includes activities that must be considered as follows: 1) prior to publishing the request for proposals, 2) prior to selecting a firm to provide the requested services, and 3) prior to executing a contract with the selected firm. A “No” answer to any of the questions, except Number 3, means that your procurement process is violating one or more CDBG requirements.

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| **I. Prior to Publishing a Request for Proposals** | | |
| 1. Has the method for conducting evaluations and selecting firms been written as a policy? [2 Code of Federal Regulations (CFR) 200.320(d)(3) and section 287.055(3), Florida Statutes (FS)] | | Yes No |
| 1. Does the Request for Proposals (RFP) identify all of the evaluation factors and their associated points? [2 CFR 200.320(d)(1)] | | Yes No |
| 1. Does the RFP restrict competition? (Answer should be “no.”) [2 CFR 200.319(a)] | | Yes No |
| 1. If the RFP includes more than one service, does the RFP include separate scopes of work for each service and specify separate fees for each service?  [Subgrant Agreement, Attachment D] | Yes No N/A | |
| 1. If the RFP includes more than one service, does the RFP state that firms may apply for one or more services and that the qualifications for each service will be evaluated separately? [Subgrant Agreement, Attachment D] | Yes No N/A | |
| 1. If the Consultants’ Competitive Negotiation Act (CCNA – § 287.055, FS) does not apply to the service being procured, is price an evaluation factor?  [2 CFR 200.320(d)(4)] | Yes No N/A | |
| 1. If the CCNA does apply to the service being procured, is price not included as an evaluation factor? [section 287.055, FS] | Yes No N/A | |
| 1. Does the RFP include the public entity crimes statement required by section 287.133 (3)(a), FS? | | Yes No |
| 1. Does the RFP identify a specific CDBG project (Federal Fiscal Year or contract number) and the scope of work for that project? [Subgrant Agreement, Attachment D] | | Yes No |
| 1. Have ranking forms/score sheets been developed that reflect the evaluation factors and importance, using only the criteria specified in the RFP? [Subgrant Agreement, Attachment D] | | Yes No |
| 1. Will the RFP be published at least 12 days before the deadline for submitting proposals 1) in a nearby Office of Management and Budget-designated Metropolitan Statistical Area (MSA) daily newspaper or 2) in a non-MSA local newspaper that will generate at least three responsive and responsible bids? [Subgrant Agreement, Attachment D] | | Yes No |
| 1. Has a list of local Minority Business Enterprise/Women Business Enterprise vendors been developed to use in soliciting bids from minority- and women-owned businesses? [2 CFR 200.321(b)(1)] | | Yes No |

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| **II. Prior to Selecting a Firm** | | |
| 1. Were the proposals evaluated, in writing, solely on the evaluation factors and associated points identified in the RFP? | | Yes No |
| 1. Was scoring completed on the ranking forms/score sheets which were developed based on the criteria in the RFP? | | Yes No |
| 1. Were the firms ranked solely according to the written method outlined in the RFP? | | Yes No |
| 1. Has the basis for selecting the chosen firm been documented in the subgrant file? | | Yes No |
| 1. If applicable, was profit evaluated as a separate factor if there was no price competition or cost analysis is performed? [2 CFR 200.323(b)] | Yes No N/A | |
| 1. Was a cost or price analysis conducted and documented on the proposed contract?  [2 CFR 200.323(a)] | | Yes No |
| 1. If only one firm responded to the RFP, which was advertised in an OMB-designated MSA daily newspaper, and the cost is over $35,000, has DEO approved a single source procurement? [Subgrant Agreement, Attachment D and 2 CFR 200.324(2)] | Yes No N/A | |
| 1. Were all procurement protests resolved according to the adopted CDBG Procurement Policy, and do the project files document a resolution of the protest? [2 CFR 200.318(k)] | Yes No N/A | |
| 1. Was DEO notified of the protest and its resolution? | Yes No N/A | |
| **III. Prior to Executing a Contract with the Firm** | | |
| 1. If the procurement is covered by 287.055, FS, and the proposed contract exceeds the $195,000 threshold, has the firm executed a Truth-in-Negotiation certification. | Yes No N/A | |
| 1. Does the contract identify the applicable CDBG subgrant number?  [Subgrant Agreement, Attachment D] | | Yes No |
| 1. Is compensation not based on a percentage of the construction cost or on a cost plus percentage of cost? [2 CFR 200.323(d)] | | Yes No |
| 1. For engineering and architectural contracts covered by section 287.055, FS, does the contract contain: | | |
| * A prohibition on contingent fees? | Yes No N/A | |
| * A contract price adjustment clause, if the firm was required to execute a Truth-in-Negotiation certification? | Yes No N/A | |

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| 1. Does the contract contain the following clauses required by Appendix II to 2 CFR Part 200? | | |
| * Termination for cause or convenience for contracts over $10,000? | | Yes No |
| * Access to records by the grantee, State/Federal agencies, and their representatives? | | Yes No |
| * Retention of records for six years? | | Yes No |
| * Remedies for breach of contract for contracts over $100,000? | | Yes No |
| 1. If the contract is for $100,000 or more, does the contract contain the Section 3 language required by 24 CFR 135.38? | Yes No N/A | |
| 1. Were the following documents sent to the DEO grant manager as part of the request for approval of the procurement? [Subgrant Agreement, Attachment D] | | |
| * A copy of the RFP? | | Yes No |
| * A copy of the RFP advertisement and an affidavit of publication? | | Yes No |
| * If applicable, a list of entities to whom a notification of the RFP was provided by mail or fax? | Yes No N/A | |
| * Documentation of all efforts to get MBE/WBE vendors to submit proposals? | | Yes No |
| * For engineering/architecture contracts, if short-listing was used, a list of firms that submitted a proposal? | Yes No N/A | |
| * Copies of all signed evaluation/ranking forms, including a copy of the scoring summary sheet? | | Yes No |
| * A copy of the cost analysis for administrative services procurements, or if multiple responses to the RFP were received, a copy of the price analysis? | Yes No N/A | |
| * A copy of a cost analysis for all procurements of engineering services? | Yes No N/A | |
| * A copy of the minutes from the commission/council meeting approving the award of the contract? | | Yes No |
| * A copy of the proposed contract? | | Yes No |
| * For engineering contracts over $195,000, Truth-in-Negotiation certification, if not in the contract? | Yes No N/A | |
| * If a protest was filed, a copy of the protest and documentation of resolution? | Yes No N/A | |
| * Documentation of the firm’s MBE/WBE status, if applicable? | Yes No N/A | |
| 1. Did DEO send a letter approving the procurement? | | Yes No |
| 1. Have copies of all procurement documents and a copy of the executed agreement with the professional services firm been placed in the permanent CDBG contract file so that they will be available when the DEO grant manager arrives for a monitoring visit? | | Yes No |