



Construction Procurement Desk Monitoring Checklist

Recipient: _____ **Contract #:** _____

I. Procurement by Sealed Bids *(Generally for construction contracts only, except for housing projects that are covered by local policy.)*

Prime Contractors	Construction Activity	Contract Amount
A.		
B.		
C.		

Check the appropriate boxes.

	Contractor A	Contractor B	Contractor C
1. Was the Invitation for Bid (IFB) publicized in an OMB-designated MSA newspaper or were at least bids three received and considered? [Subgrant Agreement, Attachment D, Program Condition 5]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
2. Was the newspaper advertisement published in accordance with section 255.0525, F.S.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
3. Did the advertisement or IFB restrict competition (e.g., specify unnecessary experience, show a preference for local firms, or include similar restrictive requirements)? [2CFR200.319(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4. Was a prequalified list of bidders used? (If <i>no</i> , skip to #5.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Is the list current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
• Does it include enough firms for maximum competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
• Were potential bidders precluded from qualifying during the solicitation period? [2CFR200.319(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5. Is there is a written evaluation of bids (e.g., bid tabulation)? [2CFR200.320(d)(3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
6. Was the contract awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered? [2CFR200.320(d)(4)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA



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	Contractor A	Contractor B	Contractor C
7. Was a contract awarded to a sole bidder?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • If yes, for contracts over \$25,000, is there a DEO/DCA letter approving the award? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • For contracts under \$25,000, do the grantee's files justify the award to the single bidder? [2 CFR 200.318(i)] 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8. Were any procurement protests received? [2 CFR 200.318(k)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • If yes, were they resolved according to adopted procedures? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • Was the Department was notified of the protest? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • Do the files document resolution of the protest? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
9. Does the contract exceed the <i>Simplified Acquisition Threshold</i> (\$100,000 or \$150,000 depending on the rule in effect for subgrant)? [2 CFR 200.325] [73C-23.0051(3), FAC]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • If yes, is there a 5% bid security? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p>Note: Performance and payment bonds are issued after the contractor is hired. Copies of the bonds should be provided with the copy of the <i>Notice to Proceed</i>.</p>			
10. Does the contract contain the following clauses: [2 CFR 200 Appendix II]			
<ul style="list-style-type: none"> • Termination for cause or convenience (contracts over \$10,000)? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • Access to records by the grantee, State/Federal agencies, and their representatives? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • Retention of records for six years? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • Remedies for breach of contract? (contracts over \$150,000) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p>Comments:</p> 			



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II. Labor Standards

Check the appropriate boxes.

	Contractor A	Contractor B	Contractor C
1. Is there documentation that CDBG staff or the local government checked to make sure that the prime contractor is not on the “excluded parties” list?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. What wage decision(s) was issued (per CDBG records)?	a) FL b) FL	a) FL b) FL	a) FL b) FL
3. What wage decision(s) is in the contract? (If there is more than one prime contractor and multiple wage decisions were issued, only show the decision(s) that applies to each contractor.	a) FL b) FL	a) FL b) FL	a) FL b) FL
4. What was the bid opening date?			
5. What was the contract award date, if applicable?			
6. What was the contract execution date?			
7. Is the contract award date (not execution date) within 90 days of bid opening? <i>(If no, then the wage decision(s) in effect at contract execution date must be used if it/they are different. This will require a change order and the contractor may request a contract price increase.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If there is no separate contract award date (e.g., CR projects with façade work), is the wage decision in effect at the date of the contract execution being used? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. If two wage decisions were sent to the local government, is there enough work in each of the categories to warrant the separate wage decisions for the respective prime contractor? (Generally, at least 20% of the total contract price.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If the respective prime contractor does not need two wage decisions, has the local government advised the contractor in writing about which wage decision to use? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. If only one wage decision was sent for the respective prime contract, is there enough work in another category to warrant a second wage decision? (Generally, 20% of the total value of the contract price as awarded.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If a second wage decision is needed for the respective prime contract, has it been obtained from DEO and included in the contract? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			



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III. MBE/WBE

Check the appropriate boxes.

	Contractor A	Contractor B	Contractor C
1. Does each construction contract have minority business (MBE) and/or woman business (WBE) participation, either because the prime contractor or one or more subcontractors have that status? If yes , complete the table below.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
2. Is there documentation of the MBE/WBE status? (If no , then ask the Recipient to submit such documentation, which may be any local, state, federal or other agency recognition of the MBE/WBE status. If the firm is not recognized, it should obtain recognition and then submit the documentation to local government.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Contractor/Subcontractor Name	Prime/Sub	MBE/WBE	Contract Amount
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	

If there is no MBE/WBE participation, review documentation of each prime contractor's efforts to obtain participation. (Contractor should be able to document contacting MBE/WBE firms and why none were used, such as: quote was higher than non-MBE/WBE firm, MBE/WBE firm did not respond or responded that they were too busy to work on project, etc.) [2 CFR 200.321]

List Recipient/contractor efforts to hire MBE/WBE firms:

If there is no documentation, or it appears inadequate, issue a finding and discuss in IV. Conclusions. Also, advise the local government that their next CDBG grant may contain a special condition requiring documentation of effort to be submitted to us prior to awarding a construction contract.

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IV. Section 3

Check the appropriate boxes.

	Contractor A	Contractor B	Contractor C
1. Review the Section 3 Participation Report(s) [forms SC-52 and SC-53] submitted with the procurement package. Do the reports reflect Section 3 participation at any level? [24 CFR 135]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> • If no, review documentation of the contractor’s efforts and summarize below. For example, if the report reflects that the contractor would hire workers for the project, what efforts were made to recruit Section 3 persons? 			
2. Do the contractor’s Section 3 efforts appear adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p><i>If there is no documentation, or it appears inadequate, issue a finding and discuss in IV Conclusions.</i></p> <p><i>Also, advise the local government that their next CDBG grant may contain a special condition requiring documentation of effort to be submitted to us prior to awarding a construction contract.</i></p>			

V. Conclusions

Explain any finding(s) or concern(s) in the box below and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.