



Recipient Checklist for Procuring Professional Services

5. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Access to records by the grantee, State/Federal agencies, and their representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Retention of records for six years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Remedies for breach of contract for contracts over \$100,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. If the contract is for \$100,000 or more, does the contract contain the Section 3 language required by 24 CFR 135.38?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the RFP advertisement and an affidavit of publication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• If applicable, a list of entities to whom a notification of the RFP was provided by mail or fax?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Documentation of all efforts to get MBE/WBE vendors to submit proposals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• For engineering/architecture contracts, if short-listing was used, a list of firms that submitted a proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Copies of all signed evaluation/ranking forms, including a copy of the scoring summary sheet?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• A copy of a cost analysis for all procurements of engineering services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• A copy of the minutes from the commission/council meeting approving the award of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of the proposed contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• For engineering contracts over \$195,000, Truth-in-Negotiation certification, if not in the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• If a protest was filed, a copy of the protest and documentation of resolution?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Documentation of the firm's MBE/WBE status, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Did DEO send a letter approving the procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No