

FORMAL PROCUREMENT CHECKLIST
**Terms and information regarding Formal Procurement
are listed in the Procurement Plan**

FORMAL PROCUREMENT REQUIREMENTS

___ **Newspaper Advertisement** (all formal bids) newspaper advertised: _____

___ **Solicitation sent to a minimum of 2 vendors**

Vendor 1: _____

Vendor 2: _____

Vendor 3: _____

___ **Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring should be given with the solicitation. **PRICE** must be given the most points. Other items scored on can be – Experience/references, Diversity in products and/or services, Quality of products, Cost & Performance Bonds, Personnel Management, Business Practices, Accounting and Reporting systems, and Service Capability plan are examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded lowest price only. No other factors can determine the award)**

FORMS & CLAUSES

___ **Buy American information** (All Food & Milk contracts)

___ **USDA Equal Opportunity information** (contracts \$10,000 or more)

___ **Termination for Cause information** (contracts \$10,000 or more)

___ **Clean Water Act provision** (contracts \$150,000 or more)

___ **Contract work Hours and Safety Standards Act** (contracts \$2,500 or more)

___ **Nonkickback Affidavit** (Purchase orders over \$25,000)

___ **Davis-Bacon information** (Construction contracts \$2,000 or more)

___ **Debarment & Suspension form** (all contracts)

___ **Byrd Anti-Lobbying form** (contracts \$100,000 or more)