

**USVI 2017 Hurricane Recovery
Procurement Documentation Request Checklist**

Please complete the following checklist and provide the document reference name for each item below. All documents referenced should be provided with the completed checklist.

Name of RFP / Services to be Contracted: _____

Description	YES	NO*	N/A*	Document Reference
1. Draft contract				
2. Any memos generated (justification, recommendation to award, evaluation or other) by the Agency noting how it complied with its own applicable procurement policies in undertaking the procurement. Please refer to Note (A) for additional information on items that should be noted in the documentation.				
3. RFP/Solicitation and attachments, including scope/statement of work.				
4. Any analysis undertaken to determine cost/price reasonableness. Please refer to Note (B) for examples of analysis.				
5. Responses to RFP, proposals, or quotes received including any attachments.				
6. Evidence that proposed awarded bidder is in good standing and not federally debarred per the Federal government-wide Excluded Parties List System in the System for Award Management (SAM).				
7. Other key information that would help explain or support the procurement and resulting contract, such as other relevant communication with bidders other than RFP and RFP responses (Q&A, BAFO, contract negotiations etc.).				

Contact Information:

Contact Name, Agency, Title

Contact Email & Telephone

*If you answer “no” or “N/A” to any question, please provide a written explanation.

**Document Reference should include the name of the document being provided that satisfies the request. For example, the document reference for Item 1 may be “Agency ABC Procurement Policy.pdf”. All documents are to be provided when sending the completed checklist.

Notes:

- (A) It is anticipated that the majority of this information should likely already exist in documents prepared as a part of the standard procurement process. The goal is not to create extra work but to rely on existing documentation in order to support the procurement undertaken. Existing documentation that contains the necessary information can be provided and do not need to be consolidated or reworked as long as the information necessary is clear. The memo(s) should include:
- a. Description of the project/procurement/contract including justification of need.
 - b. Description of procurement type undertaken (full competition, sealed bid, sole source etc.).
 - c. Description and justification of contract type to be awarded (fixed price, unit cost, time and materials with cap).
 - d. Reference indicating the specific section of the Agency's procurement policies followed for the procurement undertaken, (i.e., Competitive Procurement Procedures, Section XXX).
 - e. Justification for emergency or sole source procurement, if applicable, with specific references to applicable procurement policy sections which were followed in approving the procurement.
 - f. Where any RFP's were advertised (newspaper, website etc.), to whom copies of the RFP were provided, or from whom quotes were solicited if not advertised.
 - g. Names of bidders. If any responses were not scored it should be noted as to why.
 - h. Names of individuals on the bid evaluation committee, bid evaluations/scores, including price evaluation and where/when they were scored.
 - i. Compliance with applicable conflicts of interest standards.
 - j. Any other key factors or information considered in making the award.
 - k. Recommendation to award based on evaluation and other information. Generally the recommendation to award would be expected to follow logically and directly from the aforementioned information.
 - l. Approval by Board or other official authorization.
- (B) The following is a few examples of the analysis that can be performed to consider cost/price reasonableness including:
- a. Comparison of rates, work effort, or overall cost provided in bids or quotes received
 - b. Independently prepared work effort or cost estimate
 - c. Market research undertaken regarding pricing or cost for similar services/projects with proper consideration for undertaking the work in the Territory following a major disaster