

USVI Hurricane Recovery
Drawdown / Payment Request Supporting Documentation Checklist

The following checklist is intended to provide a list of supporting documents associated with costs incurred as a result of the 2017 Hurricanes.

For organizations that submit a drawdown request form, please provide an organized package of documentation including a summary that explains amounts requested for drawdown by category as sectioned in the below checklist. For Central Government organizations, please upload the documentation through the normal ERP process.

Applicant Name: _____

Project Worksheet # / Project Name: _____

Description	YES	NO*	N/A*	Document Reference
Force Account Labor				
1. Fringe / benefits calculation (Applicant can use FEMA Form 90-128 or equivalent)				
2. Signed timesheets				
3. Force account labor summary to include the following, as applicable: employee name, title, ST and OT hours by day, work order, description of work performed, and hourly rate (Applicant can use FEMA Form 90-123 or equivalent)				
4. Union / labor / bargaining agreements				
5. Proof of payment (i.e. detailed payroll register)				
Force Account Equipment				
6. Equipment listing with equipment reference/ID number, equipment description and hourly rate				
7. Force account equipment usage documentation to include the following: equipment reference/ID number, hours by day, equipment operator/employee name or ID, hourly rate, and sign off (Applicant can use FEMA Form 90-127 or equivalent). Note: FEMA equipment rates may be used for force account equipment. Refer to the FEMA Schedule of Equipment Rates link below.				
Force Account Materials – From Inventory				
8. List of materials from inventory used for this project to include quantity and pricing (Applicant may use FEMA Form 90-124 or equivalent)				
9. Explanation of inventory material valuation (i.e. actual material cost or moving average of material cost)				
Force Account Materials – Purchased				
10. Contract with associated procurement documentation, or reference if previously provided, or Purchase Order, as appropriate				

11. List of materials purchased for this project to include quantity and pricing (Applicant may use FEMA Form 90-124 or equivalent)				
12. Expenditure documentation for materials used (invoices, POs, receipts)				
13. Proof of payment for purchased materials				
Outside Contractors				
14. Contract with associated procurement documentation, or reference if previously provided. Kindly refer to Attachment A for the procurement documentation checklist to be completed for each contract.				
15. Purchase order				
16. Approved invoices with supporting documentation such as: - Timesheets - Hours by person, by day with title and corresponding rate - Equipment usage with hours and rates - Support for all out of pocket expenses				
17. Tracking forms for contractors / signoff of work performed to demonstrate supervision to include work order for work performed, as applicable				
18. Proof of payment				
Other Costs				
19. Contract with associated procurement documentation, or reference if previously provided, purchase order or purchase requisition, as appropriate				
20. Invoices and supporting documentation				
21. Proof of payment				

Applicant Contact Information:

Contact Name, 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 that satisfies the request. For example, the document reference for Item 1 may be “AgencyABC Fringe Form.pdf”. All supporting documents should be included when submitting a completed drawdown request form.

***Links to FEMA forms referenced above:

- FEMA Form 90-128: <https://www.fema.gov/media-library/assets/documents/10611>
- FEMA Form 90-123: <https://www.fema.gov/media-library/assets/documents/10588>
- FEMA Form 90-127: <https://www.fema.gov/media-library/assets/documents/10608>
- FEMA Form 90-124: <https://www.fema.gov/media-library/assets/documents/10592>
- FEMA Schedule of Equipment Rates: <https://www.fema.gov/media-library/assets/documents/136901>

**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 “AgencyABC 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