

Federal Procurement Checklist

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|------------------------|
| SUPPLIER NAME |
| RFQ/BID/RFP/Project |
| DATE |
| CONTACT NAME & PHONE # |

Checklist for Purchasing with Federal Funds

Key Dollar Thresholds
 \$25,000 Micro Purchase
 \$100,000 ABOR formal solicitation
 \$250,000 Simplified Acquisition

Department Checklist (Page 1)

Review and complete Department Checklist(Page 1), then attach to requisition

Under \$25,000 Instructions

(No checklist required. Reference list below.)

Department small dollar purchase

Use Pcard (Under \$10,000)

Note : *Pcard is the preferred payment method for micro purchases*

No quotes required if price is deemed reasonable by department

If practicable, department distributes purchases among small businesses and qualified suppliers

Department maintains all Pcard related records and justifications, as applicable.

Check only steps taken for purchases \$25,001 and greater

Purchases \$25,001 and greater

For goods: Conduct lease vs buy analysis

For goods: Check availability on-campus, NAU or UA, at State or Federal Surplus

For goods: Preference for products that contain recovered materials, conserve natural resources, protect the environment, and are energy efficient

For goods and services: Provide a clear and accurate description that includes any technical requirements, and lists any requirements that must be met, while not unduly restricting competition

If "brand name or equal" descriptions are used, identify the characteristics needed for an item to be an equal

For goods and services: Look for existing ASU contract or public solicitation by others

For goods and services: Solicit quotations from suppliers

(Attach to requisition)

For goods and services: Reach out to small, disadvantages businesses; includes labor surplus area firms

For goods and services: Excerpt of grant notice of award - page with award notice, sponsor information, grant/contract number

For goods and services: If Supplier is a Named Provider in the grant, excerpt of grant notice of award with named supplier highlighted in the grant or budget. Add name of Named Supplier to requisition notes.

(Attach to requisition)

For goods and services: Formal competitive solicitation in accordance with ABOR requirements (RFP or Invitation to Bid) *(Purchases \$100,001 and greater)*

For goods and services: Executed Sole Source Justification *(Purchases \$100,001 and greater)*

Supply Chain Checklist (Pages 2)

Supply Chain reviews Department Checklist for completion and completes Supply Chain Checklist

Purchases \$25,001 and greater

Address termination for cause and for convenience, and the basis of settlement if enacted

Purchase Order provision addresses this

Check conflict of interest database to determine whether anyone with a real or perceived conflict of interest is participating in the selection, award, or administration of the contract

Refer to Office of Research Integrity and the Office of General Counsel as needed

Documentation Requirements

The following must be attached to the Purchase Order:

Completed Checklist for Purchasing with Federal Money

Sam.gov print screen

Procurement Method and Price Reasonableness Form

Attach quotes received

If Supplier is a Named Provider in the grant, excerpt of grant notice of award with named supplier highlighted in the grant or budget

For inadequate competition (only one quote rec'd):

Price analysis **or** cost analysis

Price analysis method *(Completed by ASU)* **(check one):**

Price competition exists in the marketplace

Product is subject to a GSA price schedule

Catalog or established list price exists

Established or published marketplace exists

Historical prices are available

Ways to confirm prior price is offered by the supplier for the item or service at issue

Independent measure exists to evaluate the price

Similar item is available to establish a comparable price

Cost analysis form *(Completed by supplier)*

Conflict of Interest Certification Form

Formal competitive solicitation in accordance with ABOR requirements or approved waiver of solicitation requirements *(Purchases \$100,001 and greater)*

Sole Source *(Purchases \$100,001 and greater)*

Sole Source Justification Form

Conflict of Interest Certification Form

Bid Waiver *(Purchases \$100,001 and greater)*

Bid Waiver Justification Form

Price analysis or cost analysis *(Required for purchases \$250,001 and greater)*

Conflict of Interest Certification Form *(Required for purchases \$250,001 and greater)*