

## FEDERALLY FUNDED DOCUMENTATION FILE CHECKLIST

Standard Inclusions	Micro	Small Purchase	IFB	RFP	Sole Source	Included	Location
Fair and Reasonable Price Determination	X	X	X	X	X		
Method of Procurement Decision Matrix		X	X	X	X		
Independent Cost Estimate (ICE)			X	X	X		
Clear, Accurate, Complete Specifications		X	X	X	X		
Price Quotations		X					
Price/Cost Analysis			X	X	X(Cost)		
Written Selection Procedures (Included in Solicitation)			X	X			
Emails to Potential Vendors, Proof of Advertisement			X	X			
Bid Opening Sheet/Record of Proposals Received			X	X			
Responsiveness Determination			X	X			
Bid/Proposal Rejection Explanation (if any)			X	X			
Responsibility Determination (Sam.gov)			X	X	X		
Bid Tabulation/Selection of Lowest Price			X				
Evaluation Rating Sheets and Summary				X			
Sole Source Justification					X		
Sound and Complete Agreement (Executed Contract)			X	X	X		
Clauses (In Solicitation)		X	X	X	X		
Clauses (In Contract)		X	X	X	X		
Written Record of Procurement History		X	X	X	X		
Awarded Supplier's Proposal		X	X	X	X		
Contract Mods (In Scope)		X	X	X	X		
Progress Payments		X	X	X	X		
Approval for Advance Payments from FTA	X	X	X	X	X		
Documentation of Board Approval			X	X	X		
Notice of Protests and Resolution		X	X	X	X		
Notice of Contract Claims and Resolutions		X	X	X	X		
Piggybacking			X	X	X		
Davis-Bacon (Construction)			X	X			
Copies of Bonds (Construction)			X	X	X		
Buy America			X	X	X		
Evidence of Negotiations with Highest Ranked Suppliers and Ranking Based on Technical Capability Only (A&E)				X			