



FEDERAL GRANT PROGRAM PROCUREMENT CHECKLIST

Project Title _____

City of Minot Project # _____

Grant Name and Number _____

Type of Solicitation

- Advertisements for Bids RFP
 RFQ

Department Head Approval: _____

Finance Department Approval: _____

This document must be utilized for all Federal procurement and is the responsibility of the department head, engineer, or program administrator. This checklist provides guidance on Federal procurement regulations. It does not address all procurement issues the City of Minot may experience. Use of the checklist provides a tool to cover most requirements experienced within Federal procurement. Please note each agency has different requirements and the responsibility will fall upon the official conducting the procurement to obtain individual grant requirements before soliciting. The Finance Department will maintain a project file and will need all pertinent documentation and a copy of this checklist forwarded (electronically if possible) upon execution of an award or modification. The Internal Auditors and/or Accountants will review this document during the life of the project to ensure all requirements are being completed and documented appropriately.

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| <input type="checkbox"/> | Are there any potential conflicts of interest? A conflict of interest could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award. Document to the right if no conflict exists with a description of how this was determined. If a conflict of interest was found, include the determination and resolution of the investigation to the right. Procurement Policy Section 2; 2 CFR 200.318(c)(1). | Yes If yes, STOP purchase not allowed. No If no, continue. Comments: |
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Purchasing in Compliance with City of Minot Ordinance (Only for Purchases over \$1,000)

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| <input type="checkbox"/> | Does solicitation contain a clear and accurate description of the technical requirements for the material, product or services, and scope of work (SOW)? Procurement Policy Section 4.1 #4; and (2 CFR 200.319(c)(1 - 2)). | Yes If yes, continue. No If no, STOP here and fix bid request criteria. Comments: |
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| <input type="checkbox"/> | <p>Specifications and solicitation must not contain features that unduly restrict competition such as unreasonable or unnecessary experience or bonding requirements. A "brand name or equal" description may be used to define the performance or other important requirements of the procurement such as procurement of equipment to integrate with a particular brand of equipment. Procurement Policy Section 4.: Full and Open Competition #2; and §200.319(c)(1)</p> | Comments: |
| Section #1: Purchases between \$1,000 and \$2,999 | | |
| <input type="checkbox"/> | <p>Is the purchase greater than \$1000 but less than \$3000?</p> | <p>Yes No If yes, complete Section (b) below and STOP.</p> |
| <input type="checkbox"/> | <p>(b) If the amount of a given purchase exceeds one thousand dollars (\$1,000) but does not exceed three thousand dollars (\$3,000), the purchasing agent, before making the purchase, shall informally solicit two (2) or more quotes from vendors, which quotes need not be in writing, but which may be made orally by telephone or in person. The purchasing agent shall keep a formal record of the persons from whom quotes were solicited, the manner in which the quotes were solicited, the date when the quotes were solicited, and the price and other pertinent detail of each quote received.</p> | <p>Vendor #1 Name: Date Solicited: Quoted Price: Vendor #2 Name: Date Solicited: Quoted Price: Vendor Chosen: Comments: Budget Line Item Used:</p> |

Section #2: Purchases between \$3,000 and \$14,999

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| <input type="checkbox"/> | Is the purchase greater than \$3000 but less than \$15,000? | Yes No If yes, complete Section (c) below and STOP. |
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| <input type="checkbox"/> | (c) If the amount of a given purchase exceeds three thousand dollars (\$3,000) but does not exceed fifteen thousand dollars (\$15,000), the purchasing agent shall proceed in accordance with subsection (b), except that the quotes must be put in writing by the vendor in order to be considered. | If yes, please attach the two quotes. If the procurement process is using State or Federal quotes please note below. Also if there are any exceptions, please explain them here. Comments: Vendor Chosen: Budget Line Item Used: |
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Section #3: Purchases over \$15,000

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| <input type="checkbox"/> | Is the purchase greater than \$15,000? | Yes No If yes, please follow section (d) & (e) below and complete the rest of the Federal Procurement checklist. |
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| <input type="checkbox"/> | <p>(d) If the amount of a given purchase exceeds fifteen thousand dollars (\$15,000), the purchasing agent shall solicit sealed bids for the purchase in accordance with section 2-136, except as provided in subsection (f) hereof.</p> <p>(e) No purchase shall be artificially divided or artificially structured so as to avoid the effect of the monetary gradations established in this section.</p> | Comments: |
| Pre Solicitation- Responsibility of Department Head and/or Program Administrator if applicable. | | |
| <input type="checkbox"/> | <p>Independent Cost Estimate (must be completed before bids are opened)--The City of Minot must perform a cost or price analysis for every procurement action, including contract modifications. The engineer's cost estimate will meet this requirement for formal sealed bids. This must be a detailed cost breakdown for the overall estimate providing the elements, such as labor and materials, of the total cost. Cost estimates must be documented and placed in the applicable procurement folder. Any e-mails and/or written documentation concerning cost estimates should be retained in the procurement folder. (See next line and section below regarding architects or engineers (A/E) or professional services procurement.) Procurement Policy <u>Section 3: Pre-Solicitation #3;</u> (2 CFR 200.323(a)).</p> | |

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| <input type="checkbox"/> | <p>A cost analysis and documentation is required for a RFQ or RFP (competitive negotiations). Cost analyses are used when there is no price competition or when price competition is not the only evaluation factor, such as in procuring A/E, professional, consulting, or program administrator services. A cost analysis must be completed before awarding the contract and placed in the procurement file. Cost analysis is the evaluation of separate elements (e.g. labor, materials, etc.) that make up a contractor's total cost proposal or price to determine if they are allowable, directly related to the project and ultimately, reasonable. To prepare a cost analysis 1) Obtain a detailed breakdown of the contractor's proposed cost and verify the accuracy of the cost and pricing information submitted, and evaluate. An analysis contains the following elements: 1) Is the cost reasonable, which means is it allowable under the grant; is it allocable (are costs logically related to, or required in the performance of the contract); and is the cost reasonable? 2) Is the cost necessary? 3) Compare costs proposed by the offeror with actual costs previously incurred by the same contractor for the same or similar work; compare costs of the same or similar work performed by other contractors; compare previous costs estimates from the offeror or other offerors for the same or similar items; compare the methods proposed by the offeror with the requirements of the solicitation; compare with the City's cost estimate prepared with the City Fee Schedule.</p> <p>Procurement Policy Section 3: Pre-Solicitation #4; HUD Quick Guide to Cost and Price Analysis; (2 CFR 200.323(a)).</p> | |
| <input type="checkbox"/> | <p>Describe to the left the rationale for the method of procurement and selection of contract type. Procurement Policy Section 3: Pre-Solicitation #2; (2 CFR 200.318(i)).</p> | |
| Solicitation- Responsibility of Engineer and/or Department Head and Program Administrator if applicable. | | |
| <input type="checkbox"/> | <p>Were prospective respondents allowed a reasonable amount of time to respond? Sealed bids are to be advertised for 3 consecutive weeks with the first advertisement being 21 days before the date of the opening of bids. ND Century Code 48-01.2 -04 Publication of advertisement for bids. Procurement Policy Section 4.2: Methods of Procurement #3b; and 2 CFR 200.320(c)(2)(i).</p> | |

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| For competitive negotiation (Request for Proposal (RFP) or Request for Qualifications (RFQ)) such as for architectural or engineering (A/E) or program administrator (PA) contracts; are the below requirements contained in the solicitation? | | |
| <input type="checkbox"/> | Were proposals solicited from an adequate number of qualified sources, and was the solicitation adequately publicized to achieve sufficient competition? Per ND State Law 54-44.7-03, the solicitation must be advertised 21 days before opening of proposals. Must solicit proposals from at least three qualified sources. Procurement Policy Section 4.2 Methods of Procurement #4(a); and §200.320(d). | |
| <input type="checkbox"/> | Did the solicitation identify all significant evaluation factors or selection criteria, including the corresponding point system to be used to rate the proposals/qualification statements? These factors include past performance, the ability of professional personnel, willingness to meet time and budget requirements if applicable, related experience on similar projects, and recent and current work for the City. ND State Law 54-44.7-03 (5); Procurement Policy Section 4.2 Methods of Procurement #4(a)(i); and §200.320(d) (1). | |
| <input type="checkbox"/> | Is this a solicitation for architectural/engineering (A/E) professional services? A/E professional services must be solicited with a RFQ. The method where price is not used as a selection factor, can only be used in procurement of A/E professional services. Procurement Policy Section 4.2 Methods of Procurement #4(b); §200.320(d) (5); and Chapter 11 of Title 40. | |
| <input type="checkbox"/> | If this is not a solicitation for A/E professional services, does the RFP contain cost as an evaluation factor? Request for proposals for services other than A/E, shall always include cost and at least one-non cost qualitative evaluation factor such as experience with like projects. Procurement Policy Competitive Negotiation (iii). Procurement Policy Section 4.2 Methods of Procurement #4(b); §200.320(d) (4); and Chapter 11 of Title 40. | |
| <input type="checkbox"/> | Document the City of Minot's efforts in hiring minority-owned business enterprises and women-owned business enterprises in this solicitation. Procurement Policy Section 3: Pre-Solicitation #6; and 2CFR 200.321(a)(b). | |
| <input type="checkbox"/> | Solicitation requirements obtained from the program administrator and/or agency and incorporated into the solicitation and included in the bid requirements. Each funding agency could have differing clauses to be included in solicitations and contracts. Please check with the grant originator to obtain requirements. See below regarding construction requirement that could apply to A/E services. | |
| The below items are required by the City of Minot's Federal Grant Procurement Policy and must be included in solicitations with clauses included in the bid requirements. | | |

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| <input type="checkbox"/> | Notice of use of funding agency funds. For example HUD CDBG-DR funds | |
| <input type="checkbox"/> | Davis Bacon labor requirements. Applicable for construction projects > \$2,000. Procurement Policy Section 6 # 5; 29 CFR Part 5; Appendix II, Part 200(d). | |
| <input type="checkbox"/> | Section 3 clause, if funded by the Department of Housing and Urban Development (HUD). The Section 3 program requires recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. 24 CFR Part 135.32(b). | |
| <input type="checkbox"/> | Nondiscrimination, affirmative action, and equal employment opportunity in employment. Executive Order 11246 as amended; 41 CFR 60-1.4(b); 41 CFR 60-1.7(b); 41 CFR 60-4.2. | |
| <input type="checkbox"/> | The contractor will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act regarding procurement of recovered materials and solid waste management services. Procurement Policy Section 6 #11; 2 CFR 200.322; Appendix II, Part 200(J). | |
| <input type="checkbox"/> | Scope of work. Procurement Policy Section 4.1 #4; 2 CFR 200.319(c) (1-2). | |
| <input type="checkbox"/> | Requirement of affirmative efforts to hire women business enterprises and minority business enterprises. Procurement Policy Section 3: Pre-Solicitation #6(e); 2 CFR 200.321(a)(b). | |
| <input type="checkbox"/> | Debarment certification. Procurement Policy Section 6 #9; 2 CFR 180.220; Appendix II, Part 200(I). | |
| <input type="checkbox"/> | Byrd Anti-Lobbying Certification (for contract >\$100,000 (Appendix II to Part 200(I)); 31 U.S.C. 1352. | |
| Bid, RFP, or RFQ Documents--Responsibility of the Engineer, Department Head, or Program Administrator | | |
| <input type="checkbox"/> | Solicitation (Advertisement for Bids, RFP, or RFQ). Include a copy of the newspaper advertisement in the file plus the solicitation included in the bid documents. Procurement Policy Section 3: Pre-Solicitation #2; 2 CFR 200.318(i). | |
| <input type="checkbox"/> | If a construction contract > \$2,000, was a wage rate included in the bid documents? Procurement Policy Section 6 #4; Appendix II Part 200(D); 29 CFR Part 5. | |

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| <input type="checkbox"/> | <p>Was the rate checked 10 days before bid date? Document this by printing the 1st page of the wage rate with the date checked on the bottom of the web-page. If no change was made hand write on the page and place in the file. 29 CFR 1.6(c) (2)(i)(A).</p> | |
| <input type="checkbox"/> | <p>If the rate changed was it updated by addendum sent to all holders of the bid documents? This is documented by the addendum to be placed in the file. 29 CFR 1.6(c) (2)(i)(A).</p> | |
| <input type="checkbox"/> | <p>List of proposed bidders and suppliers receiving copies of the bid documents (if available.) Procurement Policy Section 3: Pre-Solicitation #2; 2 CFR 200.318(i).</p> | |
| <input type="checkbox"/> | <p>Are there adequate number of responses documented? Three (3) for small purchase and competitive negotiation (RFP or RFQ). Procurement Policy Page METHODS OF PROCUREMENT; two (2) or more for sealed bids. See below requirements if you do not have these minimums. Procurement Policy Section 4.2 #2-4; 2 CFR 200.320(b-d).</p> | |
| <input type="checkbox"/> | <p>CAUTION! When only one bid is received in response to a competitive bid solicitation, you do not have price competition. The solicitation is considered a Noncompetitive proposal. If you decide to award on the basis of a single submitted bid price, without negotiation, you must: 1) Send a written request and receive approval from the Awarding Agency if required (check with the awarding agency. 2) justify the price is fair and reasonable; 3)compare the bid price to your own in-house estimate or engineers estimate and past prices paid for the same or substantially similar item(s) in the past; 4)obtain information from the marketplace; 5) obtain a complete cost breakdown; 6) perform a cost analysis of the proposed price and ; 7) document the rationale for the award decision and place in the procurement file. HUD Quick Guide to Cost and Price Analysis; Procurement Policy Section 4.2 #5; 2 CFR 200.320(f).</p> | |
| <input type="checkbox"/> | <p>Copy of all bid proposals included in the file. Procurement Policy Section 3: Pre-Solicitation #2; 2 CFR 200.318(i).</p> | |
| <input type="checkbox"/> | <p>Notes from Pre-Bid Conference(s) if held, included in the file. Procurement Policy Section 3: Pre-Solicitation #2; 2 CFR 200.318(i).</p> | |
| <input type="checkbox"/> | <p>Did the bid response include a 5% bid bond if for a construction or facilities improvement project? Procurement Policy Section 9 (1); 2 CFR 200.325(a).</p> | |
| <input type="checkbox"/> | <p>Documentation of reason for rejecting any and or all bids (including respondents not responsible or not responsive) must be kept in the procurement file. Procurement Policy Section 4.2 #3(e); Attachment A #3(f).</p> | |

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| <input type="checkbox"/> | <p>A price analysis is required for every sealed bid procurement. The tabulations of bids with date and time of bid opening notated; along with any evaluations of the proposals documented will meet this requirement. Price analysis is essentially price comparison. It is the evaluation of a proposed price (i.e., lump sum) without analyzing the separate cost elements of the lump sum proposal price. Price analyses are used to compare lump sum prices (not estimates) received from contractors in a competitive pricing situation (when sealed bids are obtained). Procurement Policy Section 3 #3; 2 CFR 200.323(a).</p> | |
| <input type="checkbox"/> | <p>Were there any disputes regarding the procurement? See Procurement Policy Attachment A #s 4-5 to understand how to document.</p> | |
| <input type="checkbox"/> | <p>Were the disputes handled, resolved, and disclosed? See Procurement Policy Attachment A #5 to understand how to document.</p> | |
| <input type="checkbox"/> | <p>Was a protest appropriately filed as noted in the Procurement Policy Attachment A #s 4 – 5?</p> | |
| <input type="checkbox"/> | <p>Did the City of Minot disclose information regarding the protest to the awarding agency? Procurement Policy Attachment A #5 (a).</p> | |
| <input type="checkbox"/> | <p>Were all protest requirements met by the City of Minot as detailed in the Procurement Policy Attachment A #s 4 – 5.?</p> | |
| <input type="checkbox"/> | <p>Was the protest resolved within 35 days after filing? Procurement Policy Attachment A 5(e).</p> | |
| <input type="checkbox"/> | <p>Were any bids or offers rejected or otherwise excluded from the competitive range notified promptly in writing by the procurement officer. The notice shall state the basis for the determination and a proposal revision will not be considered. Procurement Policy Attachment A #3(e).</p> | |
| <input type="checkbox"/> | <p>If the procurement was a competitive negotiation, were unsuccessful offerors notified in writing within ten working days of contract award with the protest and debriefing procedures sent with the notification. (City of Minot current procedure is to include an award of bid notice with the items for the Mayor to sign. After the Mayor signs the form, the respective departments are given the bid notice to be sent out the unsuccessful bidders.)</p> | |
| <p align="center">Contract/Agreement Documents--Responsibility of the Engineer, Department Head, Federal Compliance Officer, and Program Administrator.</p> | | |

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| <input type="checkbox"/> | <p>Has the contractor's debarment check been completed before recommendations are made to Committee to award the contract? This will be completed by accessing the System For Award Management (SAM) Web site at https://www.sam.gov, search records. The printed page from the SAM Web site with the date of the check must be included in the procurement file. Procurement Policy Section 5.1 #s 2 – 3; Attachment A #2; 2 CFR 180.300 & 2424.300.</p> | |
| <input type="checkbox"/> | <p>If the contractor has been found to be suspended, debarred, proposed for debarment, or declared ineligible as of the bid opening date was the contractor's bid rejected, and the next lowest eligible bidder checked for debarment? Procurement Policy Attachment A #2.</p> | |
| <input type="checkbox"/> | <p>Is there a notice of contract award included in the file?</p> | |
| <input type="checkbox"/> | <p>Award--does the award document (contract or agreement) contain the below required clauses? Appendix II, Part 200 and CDBG-DR Contract Provisions.</p> | |
| <input type="checkbox"/> | <p>Is the period of performance clearly stipulated with the date of completion noted? Are there penalties for not meeting the performance standards? Procurement Policy Section 78 FR 14344</p> | |
| <input type="checkbox"/> | <p>Breach of contract terms including administrative, contractual, or legal remedies when contractors violate or breach contract terms, and providing such sanctions and penalties as may be appropriate? Procurement Policy Section 6 #1; Appendix II, Part 200 (A).</p> | |
| <input type="checkbox"/> | <p>Termination for cause and for convenience by the City of Minot? (Contracts > \$10,000. Procurement Policy Section 6 #2; Appendix II, Part 200(B).</p> | |
| <input type="checkbox"/> | <p>Compliance with Executive Order 11246, Equal Employment Opportunity? (All construction contracts and subcontracts > \$10,000). Procurement Policy Section 6 #3; Appendix II, Part 200(C).</p> | |
| <input type="checkbox"/> | <p>Compliance with Copeland "Anti-Kick-Back" Act? (All construction contracts and subcontracts > \$10,000). Procurement Policy Section 6 #4; Appendix II, Part 200(D).</p> | |
| <input type="checkbox"/> | <p>Compliance with the Davis-Bacon Act? (All construction or repair contracts or subcontracts > \$2,000). Procurement Policy Section 6 #5; Appendix II, Part 200(D).</p> | |

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| <input type="checkbox"/> | <p>Was the correct wage rate included in the agreement documents? Procurement Policy Section 6 #5; Appendix II Part 200(D); 29 CFR Part 5.</p> | |
| <input type="checkbox"/> | <p>Compliance with 40 U.S.C. 3701-3708 The Contract Work Hours and Safety Standards Act. (All construction or repair contracts or subcontracts > \$2,000, and > \$2,500 for other contracts which involve the employment of mechanics or laborers.) Procurement Policy Section 6 #6; Appendix II Part 200(E).</p> | |
| <input type="checkbox"/> | <p>Notice of the awarding agency requirements and regulations pertaining to reporting. (All contracts.) (see individual agency requirements)</p> | |
| <input type="checkbox"/> | <p>Notice of the City of Minot and awarding agencies requirements and regulations pertaining to patent rights, copyrights, and rights in data? (All contracts.)</p> | |
| <input type="checkbox"/> | <p>Access to any books, documents, papers, or records of the project by the City of Minot, Federal agencies, and the Comptroller General of the United States</p> | |
| <input type="checkbox"/> | <p>Records must be maintained for five years after the City of Minot formally closes out each program? League of Cities City Records Management Schedule found on the City of Minot's Web site.</p> | |
| <input type="checkbox"/> | <p>Compliance with the Clean Air Act, Clean Water Act, and EPA regulations. (All contracts, subcontracts, and sub grants in amounts > \$150,000) Procurement Policy. Procurement Policy Section 6 #7; Appendix II Part 200 (G).</p> | |
| <input type="checkbox"/> | <p>Is the Green Building Standards clause included if applicable (New construction or replacement of substantially damaged residential buildings.) 81 FR 36566 dated June 7, 2016</p> | |
| <input type="checkbox"/> | <p>Does the contract contain a clause allowing the City of Minot and Federal Agencies to be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the governing body?</p> | |

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| <input type="checkbox"/> | <p>Does the contract contain requirements that a contract award must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM). Procurement Policy Section 6 #8; Appendix II Part 200 (H).</p> | |
| <input type="checkbox"/> | <p>Does the contract contain a Byrd Anti Lobbying Clause? Procurement Policy Section 6 #9; Appendix II Part 200 (I).</p> | |
| <input type="checkbox"/> | <p>Does the contract contain a clause stating the contractor will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act? Procurement Policy Section 6 #10; Appendix II Part 200 (J).</p> | |
| <input type="checkbox"/> | <p>If the procurement was a competitive negotiation, where price is not the only factor, was a cost ceiling clearly established in the contract which may not be exceeded without a contract modification? Procurement Policy Section 4.2 #4(b); 24 CFR 200.318(j)(2).</p> | |
| <input type="checkbox"/> | <p>If the procurement was a competitive sealed bid procurement, was a firm fixed price contract (either lump sum or unit price) awarded to the responsible bidder whose bid is lowest in price and conforms to all the material terms and conditions of the advertisement for bids. Procurement Policy Section 4.2 #3(a)(iii); 2 CFR 200.320(c)(1)(i-iii) and 200.320(c)(2)(iv).</p> | |
| <input type="checkbox"/> | <p>If the contract was not awarded to the lowest bidder in the case of a competitive sealed bid procurement, was a justification for awarding included in the file with the approval of the Committee and Council? Include the minutes from the Council meeting Procurement Policy Section 8 # 2(d); 2 CFR 200.324(b).</p> | |
| <input type="checkbox"/> | <p>Prohibited contracts--Agreements and/or contracts must not contain "cost plus percentage of cost" and "percentage of construction costs" pricing structures. Procurement Policy Section 5.2 #5; 2 CFR 200.323(d).</p> | |
| <input type="checkbox"/> | <p>Contractor Section 3 Plan with applicable tables must be included in the procurement file for HUD funded projects. 24 CFR 135</p> | |
| <input type="checkbox"/> | <p>List of subcontractors must be included for the procurement file. Per contract requirements</p> | |

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| <input type="checkbox"/> | The general contractor is responsible for checking debarment of their subcontractors. This clause is usually found in the General Conditions from the Bid Documents, which are usually part of the contract documents. | |
| <input type="checkbox"/> | Subcontractors must be required to adhere to the requirements pertinent to the funding agency and type of agreement. For example the contractor must include requirements in subcontractor agreements such as affirmative action, Section 3, and equal opportunity, and the Byrd Anti-Lobbying Amendment clause. Procurement Policy Section 6 #10; CDBG-DR Compliance Provisions. | |
| <input type="checkbox"/> | Performance bond for 100% of the contract if required, must be included in the file. Procurement Policy Section 9 #2. | |
| <input type="checkbox"/> | Payment bond for 100% of the contract if required, must be included in the file. Procurement Policy Section 9 #3. | |
| <input type="checkbox"/> | Insurance certificates in the amount required in the bid documents must be included in the file. Per contract documents | |
| Contract/Agreement Execution | | |
| <input type="checkbox"/> | Is the contract/agreement signed and dated by both parties? The contract/agreement must be signed after the council's approval. Documentation of council's approval must be kept in the file. | |
| <input type="checkbox"/> | Is the proper date placed on the contractual document after it is signed by the Mayor? | |
| <input type="checkbox"/> | Is the proper date contained within the actual contractual document, if the document contains this language? | |
| Change Orders, Amendments, or Modifications To Agreements--Responsibility of Engineer, Department Heads, or Program Administrator | | |
| <input type="checkbox"/> | Is there a copy of each approved change order placed in the procurement file? | |
| <input type="checkbox"/> | Change orders are normally not approved by City Council or signed by the Mayor. At times amendments and modifications are sent to Council for approval and to the Mayor for signature. If this is the case, the Council must approve before the Mayor signs the documents. Include the Committee and Council minutes to document approval before signature. | |

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| <input type="checkbox"/> | Is the proper date placed on the change order, amendment, or modification after it is signed by the approving official? | |
| <input type="checkbox"/> | Is the proper date contained within the actual change order, amendment, or modification documents, if the document contains this language? | |
| <input type="checkbox"/> | Justification and cost estimate for the change order before a proposal is requested from the contractor with explanation of how the change order relates to the original scope of the contract and to the National Objective (if a HUD project) for the project must be prepared and kept in the file. | |
| <input type="checkbox"/> | A signed contractor proposal must be included in the file? | |
| <input checked="" type="checkbox"/> | Cost analyses for change orders must be completed and placed in the procurement file. To complete a cost analysis 1) obtain a detailed breakdown of the contractor's proposed cost; 2) verify the accuracy of the cost and pricing information submitted; 3) evaluate the reasonableness of proposed costs by ensuring they meet these three critical tests: are the costs allowable, are the costs allocable (are they logically related to or required in the performance of the contract), are the costs reasonable; 4) are the costs necessary and justifiable to the CDBG-DR activity (should be evaluated by the engineers or other technical personnel) 5) Compare costs with: a. actual costs previously incurred by the same contractor for the same or similar work; b. actual costs of previous of the same or similar work by other contractors; c. previous cost estimates from the offeror or other offerors for same or similar items; d. do the costs reflect the technical approach proposed and the work required? and e. compare to the cost estimate from the engineer, or staff. Copies of subsequent modified cost estimates must be kept with the original with some explanation why they changed it after the bid process. Keep documentation of cost estimates, comparisons, and worksheets to attach to the cost analysis as backup. HUD Quick Guide to Cost and Price Analysis and Procurement Policy Page 7 | |
| Additional Funding Agency Requirements--Responsibility of Engineer, Department Heads, or Program Administrators--List Below | | |
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| Miscellaneous Correspondence - list below | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| Project Completion--Responsibility of Engineer, Department Heads, or Program Administrator | | |
| <input type="checkbox"/> | Council approval of final billing and closure of the project including memo to committee. | |
| <input type="checkbox"/> | Contractor final lien waivers. City of Minot requirement | |
| <input type="checkbox"/> | Subcontractor final lien waivers. City of Minot requirement | |