



FEDERAL GRANT PROCUREMENT PACKAGE CHECKLIST COOPERATIVE CONTRACTS

Supplier Name: _____

Contract #: _____

	Reference	Present
Cooperative Due Diligence Information		
Independent Estimate - Prior to Soliciting Bids	2 C.F.R. § 200.324	
Final Solicitation Document	2 C.F.R. § 200.319	
Documentation of Full and Open Competition	2 C.F.R. § 200.319	
Solicitation Vendor Invitation List	2 C.F.R. § 200.318(i) and 200.319	
Other Documentation Inviting Full and Open Competition	2 C.F.R. § 200.319	
Documentation of Applicable SOW or goods required	2 C.F.R. § 200.319	
Public Advertisement of Solicitation	2 C.F.R. § 200.320	
Documentation of Good Faith Efforts to Take Affirmative Steps to Include S/M/WBE Firms	2 C.F.R. § 200.321	
Solicitation Process Addenda (if any)	2 C.F.R. § 200.318(i)	
List of Firms Responding to Solicitation/Public Opening Bid-Proposal Log Sheet	2 C.F.R. § 200.318(i)	
Bid Tabulation	2 C.F.R. § 200.318(i)	
Cooperative Cost/Price Analysis	2 C.F.R. § 200.324	
Evaluation Summary	2 C.F.R. § 200.318(i)	
Suspension and Debarment Check/Certification	2 C.F.R. § 200.213	
Cooperative Governing Board Approval of Contract Award (if required)	2 C.F.R. § 200.318 (a)	
Cooperative Contract with Awarded Vendor	2 C.F.R. § 200.318(i)	
Presence of Additional Federal Granting Agency Required Contract Clauses	2 C.F.R. §200.327 & Appendix II 2 C.F.R. § 200	



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	Reference	Present
Applicant (Local Government/Non-federal entity)- Additional Procurement Documents		
Applicant Cost/Price Analysis	2 C.F.R § 200.323; For FEMA- Fact Sheet Cooperative Purchasing Programs	
Rationale as to Procurement Method Selected	2 C.F.R. § 200.318(i)	
Rationale for Selecting Contract Type (fixed price, cost reimbursement, or T&M)	2 C.F.R. § 200.318(j)	
Documented Suspension and Debarment Check	2 C.F.R. § 200.213	
Applicant Board Approval of Vendor Contract (if required by local govt. policy)	2 C.F.R. § 200.318 (a)	
Documentation of Applicant's Good Faith Efforts to Take Affirmative Steps to Include S/M/WBE Firms (if not present with Cooperative bid process).	2 C.F.R. § 200.321	
Documentation of Applicant Requirement for Prime Contractors to Make Good Faith Efforts to take Affirmative Steps to include S/M/WBE When Subcontracting	2 C.F.R. § 200.321	
Copy of Applicant Contract/PO with Vendor	2 C.F.R. § 200.318(i)	
Presence of Additional Federal Granting Agency Required Contract Clauses	2 C.F.R. § 200.327 & Appendix II 2 C.F.R. § 200	
Documentation of meeting bonding requirements (if applicable).	2 C.F.R. § 200.326	
Documentation of compliance with Domestic Preference (if applicable).	2 C.F.R. § 200.322	
Documentation of compliance with Procurement of Recovered Materials (if applicable).	2 C.F.R. § 200.323	
Documentation of Applicant Maintaining Oversight of Contractors	2 C.F.R. § 200.318 (b)	
Conflict of Interest Policy	2 C.F.R. § 200.318(c)(1)	