Appendix I
Procurement Checklist Form Guide Reference
State Agencies, For-Profit, and Nonprofit Entities

***** Note that this form is not to be used for procurement submissions and is for informational purposes only. This procurement checklist form guide is not an exhaustive list of all federal procurement requirements. Recipients of federal grant funds must ensure that all procurements fully comply with the applicable standards at 2 CFR 200.318 - 327.**

This represents an outline of the required Excel version that is to be submitted for State Agencies, For-Profit, and Nonprofit Entity procurement reviews.

State Agencies – 2 CFR 200.317 instructs states to follow the same policies and procedures it uses for procurements with non-Federal funds. In addition, Sections 2 CFR 200.321, 200.322, 200.323, and 200.327 must be followed. In an instance where certain procurement types or certain agencies – such as universities – have exemptions to competitive procurement provided by state law, agencies must still comply with the above-referenced sections, which will require at a minimum steps to be taken to ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus firms (See U.S. Department of Labor's list) are considered for contracting opportunities.
The thresholds provided in this form apply to for-profit and nonprofit entities. State entities must follow the applicable thresholds set forth in statute or rules and regulations where applicable. This checklist can assist state entities in complying with the sections of 2 CFR 200 cited above as applicable to states. Purchases governed by Miss. Code Ann. Section 31-7-13 require the use of the Mississippi Procurement Technical Assistance Program (MPTAP) under the Mississippi Development Authority. MPTAP use may also satisfy the requirements of 2 CFR 200.321. It is recommended that all Small Purchases and Formal Procurements utilize MPTAP's services to ensure compliance. If Small Purchases are not advertised and instead quotes are solicited, MPTAP will be able to assist in finding any relevant businesses to seek a quote from when possible.

Checklist Form Instructions:
Before navigating to the specific form relevant to your procurement, please use the following preliminary questions to determine the correct form to complete. Additionally, there is a table below showing the key differences between the forms for visual aid.

Once the correct form has been identified, please navigate to the indicated page number and complete the form.

After selecting and completing the relevant form, **do not leave any field blank**. If there is no applicable answer to a given item within the checklist you are completing, you may type "N/A" or "Not Applicable" in the text field provided.

Attachments Instructions:
Please label all attachment files appropriately, indicating which checklist and which item number

the attachment is for. If the checklist mentions an attachment is required, please provide the attachment in addition to the checklist within the portal.

NOTE: If you choose to add an attachment to fulfill any checklist item, please input in the text field of the checklist item "See attachment." and include the file name.

Contract Information Instructions:
The top of the checklist form asks for basic contract information. One of the items requested is the contract type. Please see the options available in the "Allowed Contract Types" below and choose the appropriate contract type from these three options only. Note that there is a contract type that is listed as prohibited for this program.

Allowed Contract/Purchase Order Types

- Fixed Price: Price remains regardless of contractor's actual costs of performing scope of work.
- Cost Reimbursement: Provides for the reimbursement of the contractor for its reasonable, allocable, actual, and allowable costs, with an agreed-upon fee.
- Time and Materials: Price includes actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general & administrative expenses, and profit.

Prohibited Contract/Purchase Order Types

- Cost Plus Percentage of Cost: The total price is determined based on reimbursement of total allowable costs incurred by the contractor, plus a pre-determined percentage rate multiplied by those costs. These methods are prohibited under the Federal award.

Preliminary Questions:

1) What is your purchase amount?[1]

   a. If your purchase amount is up to $15,000, unless your documented procurement procedures, state/local/tribal law, award items, or program policy establish a lower applicable threshold, go to the Micro-Purchases Checklist.

   b. If your purchase amount is between $15,000.01 and $350,000, unless a lower simplified acquisition threshold applies under your documented procedures or governing requirements, go to the Small Purchase Checklist.

   c. If your purchase amount is above $350,000, or above the lower simplified acquisition threshold established by your organization, go to question 2.

   d. If your purchase amount is above $350,000 and you were unable to find at least two responsible bidders after making a reasonable effort to solicit bids/proposals, go to the Noncompetitive Checklist.

[1] State entities must follow the thresholds applicable to your type of entity, including Miss. Code Ann. Section 31-7-13 and Miss. Code Ann. Section 27-104-7, where applicable.

2) Are the specifications of the project and the scope of the work needed clearly defined?
   a. If ***YES***, go to the Sealed Bid Formal Checklist.
   b. If ***NO***, go to the RFP Formal Checklist.

Procurement Checklist Form Table

Preliminary Questions and Form Information

Dollar Amount	Number of Potential Sources	Specifications and Scope are Clearly Defined?	Form
Up to $15,000	-	-	Micro-Purchases
$15,000.01 - $350,000	Multiple	-	**Small Purchase**
Above $350,000	Multiple	Yes	**Sealed Bid Formal**
Above $350,000	Multiple	No	**RFP Formal**
$15,000.01-$350,000+	One	-	**Noncompetitive**

Micro-Purchases Procurement Checklist

Business Name	

Vendor	**Contract I Purchase Order Amount**	**Contract I Purchase Order Name* or Number***
Contract I Purchase Order Type*	**Contract I Purchase Order Start Date**	**Contract I Purchase Order End Date**

***Complete the contract information where applicable**

1. Explain how you distributed micro-purchases equitably among qualified suppliers to the extent practicable. [2 CFR 200.320(a)(1)(i)]

2. Document your basis for the determination that the price for the good or service is fair and reasonable below (i.e., research, experience, purchase history, or other information). [2 CFR 200.320(a)(1)(ii)]

3. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.3188(h)]

4. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.3188(j)(1)]

5. For a Time and Material Contract, what is the ceiling price in the contract?

6. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

7. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was selected.

8. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. Please provide the name and attachment of the relevant documentation supporting these items.

Compliance with the debarment and suspension requirements? ***[2 CFR Appendix II to Part 200(H)J***		
Compliance with domestic preferences for procurements ***[2 CFR Appendix II to Part 200(L)J***		

9. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.318(i)]

Small Purchase - Procurement Checklist

Business Name	

Vendor	**Contract I Purchase Order Amount**	**Contract I Purchase Order Name or Number**
Contract I Purchase Order Type	**Contract I Purchase Order Start Date**	**Contract I Purchase Order End Date**

1. As an attachment, please provide multiple competing quotes from qualified sources. Quotes may be obtained through internet search, vendor price listing, etc. [2 CFR 200.320(a)(2)(i)]

2. Was the quote selected the lowest price among the quotes received?

3. Document how the determination for choosing the selected quote was made-did you choose the lowest quote, and if not, why?

4. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.318(h)]

5. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.318(j)(1)]

6. For a Time and Material Contract, what is the ceiling price in the contract? _____

7. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

8. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was selected.

9. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. Please provide the name and attachment of the relevant documentation supporting these items.

Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement? (if contract exceeds $10,000) ***[2 CFR Appendix II to Part 200(8)J***		
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of $150,000) ***[2 CFR Appendix II to Part 200(G)J***		
Compliance with the debarment and suspension requirements? ***[2 CFR Appendix II to Part 200(H)J***		
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of $100,000) ***[2 CFR Appendix II to Part 200(I)J***		
Compliance with prohibition on contracting for covered telecommunications equipment or services? ***[2 CFR Appendix II to Part 200(K)J***		
Compliance with domestic preferences for procurements ***[2 CFR Appendix II to Part 200(L)J***		

10. Confirm your compliance with the following six affirmative steps to assure that minority businesses, women's enterprises, veteran-owned businesses, and labor surplus area firms are used when possible by checking the box to the right of each step. Please provide the name and attachment of the relevant documentation supporting these items. [2 CFR 200.321(a)]. *Use of MPTAP by state entities satisfies this requirement.*

Place qualified small and minority businesses, veteran-owned, and women's business enterprises on solicitation lists.		
Assure that small and minority businesses, veteran-owned, and women's business enterprises are solicited whenever they are potential sources.		
Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, veteran-owned, and women's business enterprises.		
Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, veteran-owned, and women's business enterprises.		

Use the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce.		
Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.		

11. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.318(i)]

Formal Procurement - Sealed Bid Process Procurement Checklist

Business Name	

Vendor	**Contract I Purchase Order Amount**	**Contract I Purchase Order Name or Number**
Contract I Purchase Order Type	**Contract I Purchase Order Start Date**	**Contract I Purchase Order End Date**

1. As an attachment, please provide the clearly defined specifications of the project and the scope of work.

2. As an attachment, please provide a cost or price analysis for this procurement transaction, including an independent estimate prepared before receiving bids or proposals, and documentation of the selected method and degree of analysis. This must include the estimated amount and how it was calculated. [2 CFR 200.324(a)]

3. As an attachment, please provide the public advertisement soliciting the needs for the project. [2 CFR 200.320(b)(1)]

4. As an attachment, please provide evidence that the advertisement was publicly solicited prior to reviewing and selecting a bid. [2 CFR 200.320(b)(1)(ii)(A)]

5. As an attachment, please provide the bid tabulation and all bids received.

6. Was the bid selected the lowest bid among the bids received? [2 CFR 200.320(b)(1)(ii)(D)] ____

7. If for any reason the lowest bid was not selected, document the rationale for choosing a different source. If you need additional space, an attachment will suffice.

8. If you used a contractor to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals, did you ensure that the contractor did not compete for the same procurement? [2 CFR 200.319(b)] _____

9. As an attachment, please explain how you ensured the procurement was conducted in a manner that prohibits the use of statutorily or administratively imposed state or local preferences in the evaluation of bids or proposals, except in the case where applicable Federal statutes expressly mandate or encourage geographic preference. [2 CFR 200.319(c)]

10. If prequalified lists were used, complete the following questions:

    a. Was the prequalified list current at the time of procurement? [2 CFR 200.319(e)] _____
    b. Did the prequalified list contain enough qualified sources to ensure maximum free and open competition? [2 CFR 200.319(e)] _____
    c. Were any potential bidders precluded from qualifying during the solicitation period? [2 CFR 200.319(e)] _____

11. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.318(h)]

12. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.318(j)(1)]

13. For a Time and Material Contract, what is the ceiling price in the contract? _____

14. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

15. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was selected.

16. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. Please provide the name and attachment of the relevant documentation supporting these items.

Provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate? (if contract exceeds simplified acquisition threshold) ***[2 CFR Appendix II to Part 200(A)J***		
Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement? (if contract exceeds $10,000) ***[2 CFR Appendix II to Part 200(8)J***		

Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of $150,000) ***[2 CFR Appendix II to Part 200(G)J***		
Compliance with the debarment and suspension requirements? ***[2 CFR Appendix II to Part 200(H)J***		
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of $100,000) ***[2 CFR Appendix II to Part 200(I)J***		
Compliance with prohibition on contracting for covered telecommunications equipment or services? ***[2 CFR Appendix II to Part 200(K)J***		
Compliance with domestic preferences for procurements ***[2 CFR Appendix II to Part 200(L)J***		

17. Confirm your compliance with the following six affirmative steps to assure that minority businesses, women's enterprises, veteran-owned businesses, and labor surplus area firms are used when possible by checking the box to the right of each step. Please provide the name and attachment of the relevant documentation supporting these items. [2 CFR 200.321(a)]. *Use of MPTAP by state entities satisfies this requirement.*

Place qualified small and minority businesses and women's business enterprises on solicitation lists.		
Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.		
Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.		

Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.		
Use the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce.		
Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.		

18. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.318(i)]

19. **CONSTRUCTION BONDING REQUIREMENTS:** Confirm your compliance with the following bonding requirements for construction or facility improvement contracts over the simplified acquisition threshold of $350,000 (or lower, if the entity is a unit of government). [2 CFR 200.326]

    a. A bid guarantee from each bidder equivalent to five percent of the bid price

    b. A performance bond on the part of the contractor for 100% of the contract price

    c. A payment bond on the part of the contractor for 100% of the contract price

Formal Procurement - Competitive Proposals (RFP) Procurement Checklist

Business Name	

Vendor	**Contract I Purchase Order Amount**	**Contract I Purchase Order Name or Number**
Contract I Purchase Order Type	**Contract I Purchase Order Start Date**	**Contract I Purchase Order End Date**

1. Please provide a description of how the scope of the work needed to be performed is indeterminate, or how the price is not the only relevant factor in determining scope.

2. As an attachment, please provide the Request for Proposal (RFP) specifying your needs. This must include the criteria that will be used to evaluate proposals, listed in the order of relative importance, and price must always be one of the factors. [2 CFR 200.320(b)(2)(i)]

3. As an attachment, please provide a cost or price analysis for this procurement transaction, including an independent estimate prepared before receiving bids or proposals, and documentation of the selected method and degree of analysis. This must include the estimated amount and how it was calculated. [2 CFR 200.324(a)]

4. As an attachment, please provide the public advertisement (RFP) soliciting the needs for the project. This RFP must list price as one of the criteria for evaluating proposals.

5. As an attachment, please provide evidence that the advertisement was publicly solicited for 30 days or more. [2 CFR 200.320(b)(2)(i)]

6. As an attachment, please provide copies of all proposals received and the scoring breakdown. [2 CFR 200.320(b)(2)(i)]

7. As an attachment, please provide documentation including a detailed cost analysis breaking down the costs included in each proposal, evaluating each cost element for reasonability, evaluating each factor listed on the RFP, and explaining why the winning contractor is the most qualified to do the work. [2 CFR 200.320(b)(2)(i)]

8. Was the vendor selected the responsible offeror whose proposal is most advantageous, with price

and other factors considered? [2 CFR 200.320(b)(2)(iii)]

9. If for any reason the lowest bid was not selected, please provide support documenting the rationale for choosing a different source, as an attachment. [2 CFR 200.320(b)(2)(iii)]

10. If you used a contractor to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals, did you ensure that the contractor did not compete for the same procurement? [2 CFR 200.319(b)]

11. As an attachment, please explain how you ensured the procurement was conducted in a manner that prohibits the use of statutorily or administratively imposed state or local preferences in the evaluation of bids or proposals, except in the case where applicable Federal statutes expressly mandate or encourage geographic preference. [2 CFR 200.319(c)]

12. If prequalified lists were used, complete the following questions:

    a. Was the prequalified list current at the time of procurement? [2 CFR 200.319(e)]
    b. Did the prequalified list contain enough qualified sources to ensure maximum free and open competition? [2 CFR 200.319(e)]
    c. Were any potential bidders precluded from qualifying during the solicitation period? [2 CFR 200.319(e)]

13. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.318(h)]

14. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.318(j)(1)]

15. For a Time and Material Contract, what is the ceiling price in the contract?

16. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

17. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was selected.

18. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. Please provide the name and attachment of the relevant documentation supporting these items.

Provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate? (if contract exceeds simplified acquisition threshold) ***[2 CFR Appendix II to Part 200(A)J***		
Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement? (if contract exceeds $10,000) ***[2 CFR Appendix II to Part 200(8)J***		
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of $150,000) ***[2 CFR Appendix II to Part 200(G)J***		
Compliance with the debarment and suspension requirements? ***[2 CFR Appendix II to Part 200(H)J***		
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of $100,000) ***[2 CFR Appendix II to Part 200(I)J***		
Compliance with prohibition on contracting for covered telecommunications equipment or services? ***[2 CFR Appendix II to Part 200(K)J***		
Compliance with domestic preferences for procurements ***[2 CFR Appendix II to Part 200(L)J***		

20. Confirm your compliance with the following six affirmative steps to assure that minority businesses, women's enterprises, veteran-owned businesses, and labor surplus area firms are used when possible by checking the box to the right of each step. Please provide the name and attachment of the relevant documentation supporting these items. [2 CFR 200.321(a)]. *Use of MPTAP by state entities satisfies this requirement.*

Place qualified small and minority businesses and women's business enterprises on solicitation lists.		
Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.		
Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.		
Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.		
Use the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce.		
Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.		

19. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.31S(i)]

20. **CONSTRUCTION BONDING REQUIREMENTS:** Confirm your compliance with the following bonding requirements for construction or facility improvement contracts over the simplified acquisition threshold of $350,000 (or lower, if the entity is a unit of government). [2 CFR 200.326]

    a. A bid guarantee from each bidder equivalent to five percent of the bid price _____

    b. A performance bond on the part of the contractor for 100% of the contract price _____

    c. A payment bond on the part of the contractor for 100% of the contract price _____

Noncompetitive Procurement Checklist

Business Name	

Vendor	**Contract I Purchase Order Amount**	**Contract I Purchase Order Name or Number**
Contract I Purchase Order Type	**Contract I Purchase Order Start Date**	**Contract I Purchase Order End Date**

1. Please choose which of the below circumstances applies to your noncompetitive procurement, and then provide your rationale in making that determination. If you need additional space, an attachment will suffice.

   The goods/services are only available from a single source.

   There was inadequate competition after public solicitation.

   Consider whether the item is actually a brand preference where competition may be obtained. State entities must follow state law for both brand specific and sole source procurements [Miss. Code Ann. Section 31-7-13(c)(iv), Miss. Code Ann. Section 31-7-13(m)(viii). Provide the brand specific or sole source procurement approval documented on the minutes of the board of the governing authority]

2. As an attachment, please provide a cost/price analysis of the cost elements of the contract proposed by the vendor showing they appear to be reasonable.

3. As an attachment, please provide the documentation showing that you verified that the vendor has not been debarred or suspended on SAM.gov. [2 CFR 200.318(h)]

4. If you chose a Time and Material Contract, document why a Fixed Price or Cost Reimbursement contract would not be suitable and why the Time and Material Contract was selected. [2 CFR 200.318(j)(1)]

5. For a Time and Material Contract, what is the ceiling price in the contract?

6. For a Time and Material Contract, what actions were taken to provide oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls?

7. If you chose a Fixed Price or Cost Reimbursement contract, document why the contract type was

selected.

8. Confirm that the contract includes all the below required provisions by checking the box to the right of the corresponding provision. Please provide the name and attachment of the relevant documentation supporting these items.

Provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate? (if contract exceeds simplified acquisition threshold) ***[2 CFR Appendix II to Part 200(A)J***		
Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement? (if contract exceeds $10,000) ***[2 CFR Appendix II to Part 200(8)J***		
Compliance with the Clean Air Act and Federal Water Pollution Control Act? (if a contract is in excess of $150,000) ***[2 CFR Appendix II to Part 200(G)J***		
Compliance with the debarment and suspension requirements? ***[2 CFR Appendix II to Part 200(H)J***		
Compliance with the Byrd Anti-Lobbying Amendment (all contracts and bids in excess of $100,000) ***[2 CFR Appendix II to Part 200(I)J***		
Compliance with prohibition on contracting for covered telecommunications equipment or services? ***[2 CFR Appendix II to Part 200(K)J***		
Compliance with domestic preferences for procurements ***[2 CFR Appendix II to Part 200(L)J***		

9. Confirm your compliance with the following six affirmative steps to assure that minority businesses, women's enterprises, veteran-owned businesses, and labor surplus area firms are used when possible by checking the box to the right of each step. Please provide the name and attachment of the relevant documentation supporting these items. [2 CFR 200.321(a)]

Place qualified small and minority businesses and women's business enterprises on solicitation lists.		
Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.		
Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.		

Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.		
Use the services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce.		
Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.		

10. Please provide as an attachment all other records sufficient to detail the history of the procurement, including at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. [2 CFR 200.31S(i)]

11. **CONSTRUCTION BONDING REQUIREMENTS:** Confirm your compliance with the following bonding requirements for construction or facility improvement contracts over the simplified acquisition threshold of $350,000 (or lower, if the entity is a unit of government). [2 CFR 200.326]

    a. A bid guarantee from each bidder equivalent to five percent of the bid price

    b. A performance bond on the part of the contractor for 100% of the contract price

    c. A payment bond on the part of the contractor for 100% of the contract price