

**WRITTEN RECORD OF PROCUREMENT HISTORY**  
**CHECKLIST**  
**(TO BE USED FOR ALL PROCUREMENT)**  
**Retain this form in your procurement file**

**Your procurement file is your “diary” explaining how you procured an item/service and the rationale for all decisions. In addition to the items below, it should retain any supporting documentation, including notes or explanations regarding determinations or decisions made.**

**Micro-Purchase**

- Evidence of availability of funds (signed project authorization)
- Required internal approvals for award (signed project authorization)
- Davis Bacon federal contract clause, if applicable\*
- Fair and Reasonable Price Determination, including supporting documentation (copies of ads, quotes, etc.)

**Small Purchase**

- Written purchase request or other pre-solicitation documents
- Evidence of availability of funds (signed project authorization)
- Required internal approvals for award (signed project authorization)
- Method of Procurement Decision Matrix
- Solicitation, including specifications. The solicitation must include a clear and accurate description of the recipient's technical requirements. If applicable, evidence of publication (copy of published ad, website screenshot, etc.)
- If under \$25,000, Certification Of Compliance With Federal Contract Clauses if applicable, including applicable clauses\*
- If \$25,000 or greater, third-party contract including applicable Federal contract clauses\*
- Independent Cost Estimate, including supporting documentation (copies of ads, price lists, prior purchase orders, etc.)
- Quotations
- Fewer Than Three Offers Received Evaluation, if applicable. Include copies of any written communication.
- Price Analysis or Cost Analysis, including supporting documentation

**Invitation for Bid (IFB)**

- Evidence of availability of funds (signed project authorization)
- Required internal approvals for award (signed project authorization)
- Method of Procurement Decision Matrix
- Work scope/specifications. The solicitation must include a clear and accurate description of the recipient's technical requirements
- Invitation for bid, which includes date and time bid will be publicly opened
- Independent Cost Estimate, including supporting documentation (copies of ads, price lists, prior purchase orders, etc.)
- Advertisement and Solicitation, including evidence of publication
- Notice from MDOT: IFB approved/proceed with Bid
- Fewer Than Three Offers Received Evaluation, if applicable. Include copies of any written communication
- Price Analysis or Cost Analysis, including supporting documentation
- Responsibility Determination, including supporting documentation
- Bid Opening
- Third-party contract including applicable Federal clauses\*
- Notice of award
- Notice to unsuccessful bidders and record of any debriefing
- Record of any protest
- Bid, Performance, Payment or other bond documents, if applicable
- Required insurance documents, if applicable
- Notice to proceed

**Request for Proposals (RFP)**

- Evidence of availability of funds (signed project authorization)
- Required internal approvals for award (signed project authorization)
- Method of Procurement Decision Matrix
- Work scope/specifications. The solicitation must include a clear and accurate description of the recipient's technical requirements
- Request for proposal, including evaluation criteria listed in order of importance
- Independent Cost Estimate, including supporting documentation (copies of ads, price lists, prior purchase orders, etc.)
- Advertisement and Solicitation, including evidence of publication
- Notice from MDOT: RFP approved/proceed with solicitation
- Fewer Than Three Offers Received Evaluation, if applicable. Include copies of any written communication
- Price Analysis or Cost Analysis, including supporting documentation
- Responsibility Determination, including supporting documentation

- Proposal Tabulation, including supporting documentation
- Third-party contract including applicable Federal contract clauses\*
- Notice of award
- Notice to unsuccessful bidders and record of any debriefing
- Record of any protest
- Bid, Performance, Payment or other bond documents, if applicable
- Required insurance documents, if applicable
- Notice to proceed

**State Extended Contracts for Buses (Bid by MDOT)**

- Evidence of availability of funds (signed project authorization)
- Required internal approvals for award (signed project authorization)
- Method of Procurement Decision Matrix
- Verify project authorization Item description is for the correct type of revenue vehicle and chassis length
- If Local Purchase was specified in annual application, request authorization to change to MDOT OPT's purchase from your project manager
- Price Analysis for State Extended Purchases
- Review current Guidelines for State Extended Purchasing Program (vehicles) Checklist for Purchase available on MDOT OPT's website
- Place order and proceed following the Guidelines for State Extended Purchasing Program (vehicles)
- For vehicle purchases, ensure the Vehicle Purchase Specification Certification is completed

\*If it is a construction project over \$2,000, copies of certified payrolls should be reviewed and obtained in compliance with the Davis - Bacon Act.

SIGNATURE	TITLE	DATE