Procurement Monitoring Form

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **General** | | | | | | | | | | |
|  | Does the grantee have a written procurement policy? If yes, does the policy meet the requirement of 2 CFR, Part 200 and 24 CFR 85.36?  Please note:  **In the December 19, 2014, joint,**  **interim rule, HUD adopted and codified**  **the Uniform Guidance as requirements**  **for Federal awards at a new part, 2 CFR**  **part 2400. HUD also amended 24 CFR**  **parts 84 and 85, which had codified**  **OMB Circulars superseded by 2 CFR**  **part 200, by removing all substantive**  **provisions and including a saving**  **provision that provides that Federal**  **awards made prior to December 26,**  **2014, will continue to be governed by**  **parts 84 or 85 as codified in the 2013**  **edition of the Code of Federal**  **Regulations (CFR) or as provided under**  **the terms of the Federal award.** | *Yes No* | |  | | | | |  | |
|  | Does the grantee have a written Code of Conduct governing officers, agents, and employees? | *Yes No* | |  | | | | |  | |
|  | Does the grantee have a minimum of two persons reviewing invoices prior to payment? | *Yes No* | |  | | | | |  | |
| **Contract Review (Select one contract for review)** | | | | | | | | | | |
| 4. | Contractor Name: |  | | | | | | | | |
| Date Executed: |  | | | | | | | | |
| Contract Amount (include amount of CDBG and non-CDBG funds): |  | | | | | | | | |
| Date of Release of Funds: |  | | | | | | | | |
| 5. | Was the contract executed prior to date of release of funds for non-exempt activities? | *Yes No* |  | | | | | | |  |
| 6. | Was the contract executed prior to the date grantee signed the grant agreement for exempt activities? | *Yes No* |  | | | | | | |  |
| 7. | What procurement method was used? |  | | | | | | | | |
| 8. | If competitive negotiation, did the grantee allow 7 days for a response on the RFP? |  | | | | | | | | |
| 9. | Describe the evaluation process used to review proposals. Did it include an evaluation of skills, experience, price and cost reasonableness? |  | | | | | | | | |
| 10. | Were proposals/bids directly solicited from contractors? How were they solicited and how many were received? | *Yes No* | | |  | |  | | | |
| 11. | Were the proposals/bids advertised in the newspaper? If yes, indicate the name of the newspaper and the date advertised. | *Yes No* | | | |  | |  | | |
| 12. | Were historically underutilized businesses encouraged to submit bids/proposals? If yes describe the method used. | *Yes No* | | | |  | |  | | |
| 13. | How many contractors/vendors submitted bids/proposals? |  | | | | | | | | |
| 14. | Did the governing body or authorized staff person approve the contract? If yes, indicate who approved and the date of approval. | *Yes No* | | | |  | |  | | |
| 15. | Is there evidence that the grantee is using the federal and state debarment lists prior to procuring goods and services? Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date. | *Yes No* | | | |  | |  | | |

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Grantee Representative Date

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Grant Management Representative Date

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| **REGULATORY CHECKLIST (Per type of contracts table in TAM)** | | |
| **Clause or provision** | **Yes** | **No** |
| Conflict of interest provision (all types) |  |  |
| Legal Remedies provision (not greater than $100,000) |  |  |
| Termination provision (over $10,000) |  |  |
| E.O. 11246 clause (over $10,000) |  |  |
| Section 3 (all types) |  |  |
| Copeland Act Provision (all construction, demo-clear, rehabilitation) |  |  |
| Davis-Bacon Act Provision (construction, demolition +$2,000 and rehab on 8 units common owner) |  |  |
| Contract Work Hours and Safety Standards Act provision (construction, demolition +$2,000 and rehab on 8 units common owner) |  |  |
| Access to records and record retention clause (all services, construction and clearance) |  |  |
| Clean Water, Clean Air, E.O. 11738 and EPA Regulations Provision (construction over $100,000) |  |  |
| Age Discrimination Act of 1975 (all types) |  |  |
| Section 504 of the Rehabilitation Act of 1973 (all types) |  |  |
| Lead-Based Paint Clause (all rehabilitation) |  |  |
| Anti-Lobbying Clause (all types) |  |  |
| **NOTES:** | | |