# CFMWS CONTRACTING CHECKLIST

**Name of project and/or goods or service contract:** _____

**RFP/ RFQ Number:** _____

**Prepared by:** _____

| ✔ | Checklist Item | ✔ | Checklist Item |
|---|---|---|---|
| **PRE- CONTRACTING** | | | |
| ☐ | Appropriate DOA approval obtained | ☐ | An estimate has been developed and funding is available |
| ☐ | Contracting Authority(CA), with proper certification is assigned | ☐ | Requirement for Directed or Competitive Contract has been determined |
| ☐ | Requirement can be met through the NPP Accountability Framework | ☐ | If a Directed Contract then a form has been signed by appropriate DOA and placed in file. |
| **BID SOLICITATION** | | | |
| ☐ | Statement of Requirements (SOR) prepared (if applicable) | ☐ | All submissions received were time and date stamped |
| ☐ | The project scope has been defined | ☐ | The evaluation criteria, weightings and methodology, as set out in the RFQ/RFP, have been used to evaluate the quotes/ proposals |
| ☐ | Statement of Work (SOW) has been prepared | ☐ | Potential conflict of interest situations have been reviewed |
| ☐ | Evaluation Committee formed (if required) | ☐ | The successful contractor satisfies the conditions for participation, can fully undertake the contract and whose submission is the lowest price, best value, or most advantageous in accordance with the criteria specified in the RFQ/ RFP |
| ☐ | Evaluation criteria, weighting and an evaluation methodology have been defined | | |
| ☐ | An RFQ or RFP has been prepared | ☐ | An Evaluation Report is completed and signed by all members of the Evaluation Committee |
| ☐ | Copies of the RFQ/ RFP have been sent to identified bidders and recorded | ☐ | An NPP contract is drafted by CFMWS, which is to include monitoring of contract and contractor performance, and payment terms |
| ☐ | If addenda were issued, they were issued to all bidders/suppliers | ☐ | The contract has been signed by the proper DOA prior to work commencing |
| **PROJECT CLOSE OUT** | | | |
| ☐ | Evaluation and monitoring of contract occurred | ☐ | Submission for final payment |
| ☐ | Deliverables have been successfully completed | ☐ | Reconciliation of invoices and budget |
| ☐ | Evaluation on contractors performance has been completed | ☐ | Process and results have been documented and filed |