

Administrative Check List for CDBG-DR Procurements

The following check list is to be followed for all procurements for which CDBG-DR funds will be used with this checklist setting forth the administrative process in carrying out the Federal Procurement Policies and Procedures:

Procurement is defined as any use of the permitted methods of procurement under 2 CFR 200.320

- ___ NDR Program Manager authorizes procurement
- ___ Draft procurement format for RFP and BID as set forth in 2 CFR 200.300 is submitted to Finance Director and City Attorney for comment
- ___ If required by city policy or the Federal Procurement Policies & Procedures for City Council approval, draft procurement including sole source is submitted to NDR Program Manager
- ___ After City Council approval or if not required, or if a micro or small purchase, final procurement documents are submitted to NDR Program Manager for authorization
- ___ Public notification of the procurement shall be posted on the City Website and, if required by the type of procurement, through legal notice in the Minot Daily News at least once but can be more frequently if required by city policy or deemed appropriate by the NDR Program Manager for transparency with the public
- ___ Independent Cost estimate of contract cost and price as set forth in 2 CFR 200.323 is submitted to the Finance Director and the NDR Program Manager.
- ___ For RFPs and Sealed Bids, there shall be a pre-bid conference scheduled for anyone interested in attending. All questions and answers at the pre-bid conference as well as any follow-up questions and answers after the pre-bid conference shall be posted on the city website on a timely basis to allow all interested in responding to access the questions and answers
- ___ All responses to RFPs and Bids shall be received by the Finance Director or designee
- ___ Time and opening location of RFP and Bid responses shall be posted in city website at least 24 hours in advance of the opening of responses
- ___ After determination of lowest responsible response for all procurements or completion of sole source contract, a necessary and reasonable assessment shall be completed and submitted to the Finance Director and the NDR Program Manager
- ___ Draft package of documents for approval of an award by the City Council as required by city policy shall be submitted to the NDR Program Manager as required to be added to the agenda for the next available City Council Meeting
- ___ Upon City Council approval, if required, and, signature of the Mayor, if required, and all other procurements not requiring Council action the complete procurement package shall be submitted to the Finance Director or designee