

SMALL PURCHASE CHECKLIST
(\$3000-\$100,000)

Date	Part I	Yes	No	N/A
	Is the acquisition more than \$3000 and less than \$100,000			
	Have Procurement Policies been reviewed to identify any additional requirements			
	Has the requirement been established and sufficiently described to compete the acquisition			
	Have a minimum of three quotes been obtained			
	If three quotes are not obtainable has a price fair and reasonable determination been made and the contract file documented			
	Has the requirement been divided			
	For acquisitions greater than \$3000 but not more than publicly advertising threshold; has the file been documented with three written quotes			
	For acquisitions greater than public advertising threshold but not more than \$99,999.99; has the file been documented with formal competition			
	Have adequate clauses and/or provisions been included in solicitations and/or contracts to sufficiently meet the needs of the acquisition;			
	Part II State Contracts			
	Is the acquisition from a State contract vendor			
	Has the price been determined to be fair and reasonable and has the contract file been appropriately documented			
	Part III Construction (construction, alteration, and/or repair including painting or decorating)			
	Is the acquisition for construction			
	Does the solicitation include Davis-Bacon Wage Determinations and clauses			
	Have bonding requirements been identified			
	Have Seismic Safety clauses and provisions been included in the solicitation and contract			
	Have Value Engineering been established as a pre-requisite and have provisions been included in the solicitation and/or contract			
	Have Equal Employment and Opportunity clauses been included			
	Have Anti-Kickback clauses been included in solicitations and/or contracts			
	Have Labor Neutrality clauses been identified in solicitations and/or contracts			
	Has accessibility been identified in solicitations and/or contracts for public facilities to comply with 42 USC 12101, 49 CFR 37, Joint ATBCB/DOT regulations, ADA, 36 CFR 1192, Title 10 or 49 CFR 38 (or other appropriate source)			
	Have all appropriate guidance been reviewed to support the acquisition to determine any additional clauses/provisions and/or instruction that may be required and documented			

Additional Comments:

PRINTED PROCUREMENT NAME

SIGNATURE/DATE