



Procurement Guidance - Federal Requirements (2 CFR 200)

STATE AGENCIES ONLY

Section 1 - Contracting with Small & Minority Firms, Women's Business Enterprises & Labor Surplus Area Firms		Yes	No	N/A	Notes
1	Does the non-Federal entity take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including:				
1(a)	a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists? [2 CFR 200.321(a); 2 CFR 200.321(b)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1(b)	b. Assuring that such businesses are solicited whenever they are potential sources? [2 CFR 200.321(a); 2 CFR 200.321(b)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1(c)	c. Dividing procurement requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses? [2 CFR 200.321(a); 2 CFR 200.321(b)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1(d)	d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises? [2 CFR 200.321(a); 2 CFR 200.321(b)(4)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1(e)	e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce? [2 CFR 200.321(a); 2 CFR 200.321(b)(5)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1(f)	f. Requiring prime contractors, when subcontracts are let, to take the affirmative steps listed in 2 CFR 200.321(b) (1) through (5) to select small, minority-owned and women-owned businesses in grant-funded contracts? [2 CFR 200.321(a); 2 CFR 200.321(b)(6)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2 - Domestic Preference		Yes	No	N/A	Notes
2	Did the Non-Federal Entity provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). [2 CFR 200.322]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 3 - Recovered Materials		Yes	No	N/A	Notes
3	<p>As provided at 2 CFR 200.323, a non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p> <p>If the non-Federal entity is a state agency or an agency of a political subdivision of a state, do the non-Federal entity's procurement procedures include a process for ensuring compliance with the requirements of this provision on recovered materials?</p> <p>[2 CFR 200.323]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 4 - Contract Provisions		Yes	No	N/A	Notes
4	<p>For each of its procurement contracts, can the non-Federal entity document that it reviewed the applicability of the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards (and noted briefly below) and included the applicable provisions in the contract?</p> <ul style="list-style-type: none"> a. Remedies for violation or breach of contract terms? b. Termination for cause and termination for convenience provisions? c. Equal Employment Opportunity? d. Davis-Bacon Act and Copeland "Anti-Kickback" Act? e. Contract Work Hours and Safety Standards Act? f. Rights to Inventions Made Under a Contract or Agreement? g. Clean Air Act and Federal Water Pollution Control Act? h. Debarment and Suspension? i. Byrd Anti-Lobbying Amendment? j. Procurement of Recovered Materials? <p>[2 CFR 200.327]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	