**CHECKLIST – Provisions for Federally Funded Contracts**

|  |  |
| --- | --- |
| **Contract Title:** |  |
| **Vendor Name:** |  |
| **Contract Amount:** |  |
| **Funding Source:** |  |
| **Checklist Completed By:** |  |

1. Review Procurement Methods Worksheet to ensure you are utilizing the correct Procurement Method.
2. Mark the Required columns (For Staff Use) as appropriate to the specifics of your contract, one checklist per contract.
3. Using the Provisions for Federally Funded Contracts (Sample Language), insert each of the required provisions into your contract document.
4. Complete a SAM.gov check on proposed vendors; print screen and attach in contract supporting documentation.
5. Federally funded contracts cannot include a Locals Bidder Preference.
6. Federally funded contracts must have also been solicitated to women and minority owned businesses.
7. Review the completed contract and mark the ‘Included’ column to check-off each provision has been inserted.

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| --- | --- | --- | --- | --- | --- |
| **Required Provision** | **Contract Criteria** | **For Staff Use** | **For Staff Use** | **For Staff Use** | **Notes** |
| **Required for Procurement?**  | **Included in Bid?**  | **Included in Contract?**  |
| **(A)** Legal/Contractual/Administrative remedies for breach of contract | > $50,000 |  |  |  |  |
| **(B)** Termination for cause or convenience | > $10,000 |  |  |  |  |
| **(C)** Equal Employment Opportunity  | Construction |  |  |  |  |
| **(D)** Davis-Bacon Act and Copeland "Anti-Kickback" Act | Construction > $2,000 |  |  |  |  |
| **(E)** Contract Work Hours and Safety Standards Act | > $100,000 mechanics or laborers |  |  |  |  |
| **(F)** Rights to Inventions Made Under a Contract or Agreement | Development & Research |  |  |  |  |
| **(G)** Clean Air Act and Federal Water Pollution Control Act | > $150,000 |  |  |  |  |
| **(H)** Debarment & Suspension (include SAM.gov screenshot) | All |  |  |  |  |
| **(I)** Byrd Anti-Lobbying Amendment | >$100,000 certification required |  |  |  |  |
| **(J)** Procurement of Recovered Materials | > $10,000 where practicable; see provision details |  |  |  |  |
| **(K)** Prohibition on certain telecommunications and video surveillance services & equipment | All |  |  |  |  |
| **(L)** Domestic Preferences for procurements | All |  |  |  |  |
| **(M)** Performance and Payment Bonds | Construction |  |  |  |  |
| **(N)** Access & Retention of Records | All |  |  |  |  |
| **(O)** Compliance with Federal Law, etc. | All |  |  |  |  |
| **(P)** Fraud & False or Fraudulent Statements | All |  |  |  |  |
| Bonding Requirements | Construction |  |  |  |  |
| Women and Minority Owned Solicitation | All |  |  |  |  |