



Procurement for Administrative Services

(CDBG Bulletin 10-15 and the Uniform Administrative Requirements for Federal Grants 2 CFR, Part 200.320)

Grantee:		Grant Number:	
Prepared By:		Date Prepared:	

1.	Date application submitted to REDD.	
2.	Date the grantee signed the grant agreement.	
3.	Date REDD Director signed the grant agreement.	
4.	Has the Council of Government been designated as the administrator? If yes, skip to #9	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	a) Was the RFP advertised, directly solicited, or both?	
	b) Dates of advertisement of solicitation for administrative services.	
	c) Were small, minority, and Historically Underutilized Business (HUB) and veteran-owned (after 10/1/2024) firms solicited or encouraged to submit an RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	Did the advertisement or solicitation clearly describe the services being solicited?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.	Is the date of the advertisement or solicitation for administrative services before the date the application was submitted to REDD?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.	How many responses were received?	
9.	What is the name of the firm administering the grant?	
10.	Date of administrative contract or inter-local agreement.	
11.	Is the date the administrative contract or inter-local agreement signed before the date the REDD director signed the grant agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12.	Is the contract or agreement signed before the date the grantee signed the grant agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13.	Does the RFP response from the firm selected contain a staffing plan that identifies key personnel and their individual responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14.	Does the grantee have a written procurement evaluation plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



15.	Did the selection process follow the written evaluation plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16.	Is the procurement process fully documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17.	Does the selected RFP and subsequent contract or agreement contain a fee schedule, and is the administrative program cost clearly identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18.	Does the administrative services procurement and award process meet the requirements of 2CFR, Part 200.320, and CDBG Bulletin 10-15?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Contract Management Checklist		
Does the administrative contract contain all the required clauses under the CDBG program?		
19.	a) Conflict of interest Provision (required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Legal Remedies Provision (Required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c) Termination Provision (required for contracts of \$10,000 or more and 8 or more housing units)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d) Nondiscrimination Clause (Required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	e) Age Discrimination Clause (Required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	f) Handicap Discrimination Clause (required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	g) Section 3 Clause (required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	h) Access to Records and Record Retainage Clause (required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	i) Anti-Lobbing Clause (required for all contracts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	j) BABA "Buy American Preference Clause" (required in all contracts for grants awarded with FY24 or newer CDBG funds)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	k) Reimbursement to REDD for Improper Expenditures. Contracts for administrative services must include a clause holding the administrator organization responsible for reimbursement to the recipient for any improperly expended grant funds that had to be returned to REDD.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

Grantee Representative

Date

Grant Management Representative

Date