

## FEDERAL FUNDS PROCUREMENT CHECKLIST

|                  |  |                |
|------------------|--|----------------|
| Project Name:    |  |                |
| Oracle Req. #    |  | Dollar Amount: |
| Spa Rep contact: |  |                |
| PI Name:         |  |                |

**Note:** Check all boxes prior to submitting requisition to PSO

[Federal Funds Procedure](#) <-- Click here to review

|   | <\$10,000                | \$10,000-\$249,999       |                          | >\$250,000               |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| REQUIREMENTS FOR ALL PROCUREMENTS   | PI                       | PI                       | PSO                      | PI                       | PSO                      |
| Conflict of Interest compliance<br><a href="#">200.318(c)(1) RIT COI</a>                                    | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Unnecessary/duplicative purchases<br><a href="#">200.318(d) RIT Asset Listing</a>                           | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Federal surplus availability<br><a href="#">200.318(f)</a>  | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Consolidate or split procurements<br><a href="#">200.318(d)</a>   | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Lease/Buy consideration<br><a href="#">200.318(d)</a>   | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> |                          |
| Domestic Preference<br><a href="#">200.322</a>  |                          |                          |                          |                          |                          |
| Supplier qualification and selection – Affirmative Action<br><a href="#">200.321 RIT Supplier Diversity</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supplier qualification and selection – Debarred List<br><a href="#">200.318(h)</a>                          |                          |                          | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Price reasonableness<br><a href="#">200.320(a1ii)</a>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ADDITIONAL REQUIREMENTS FOR COMPETITIVE PROCUREMENTS  |                          |                          |                          |                          |                          |
| At least three written price quotations<br><a href="#">200.320(a2) Price Summary Form</a>                   |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |
| Formal publicized RFQ/RFP<br><a href="#">200.320(b2)</a>  |                          |                          |                          |                          | <input type="checkbox"/> |
| Independent estimate<br><a href="#">200.324(a)</a>  |                          |                          |                          | <input type="checkbox"/> |                          |
| ADDITIONAL REQUIREMENTS FOR SOLE SOURCE PROCUREMENTS  |                          |                          |                          |                          |                          |
| Valid exception to competitive procurement<br><a href="#">200.320(c) RIT Sole Source Form</a>               |                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

My signature below confirms that: 1) I have complied with the RIT Federal Funds Procedures; 2) I will maintain documentation supporting the vendor selection process; and 3.) I will ensure all terms and conditions of the contract are met.

PI: \_\_\_\_\_ Date \_\_\_\_\_