**Acquisition Checklist Template**

The Children’s Bureau (CB) has developed the following optional checklist for title IV-E agencies to use to provide assurances that an acquisition of automated data processing equipment and/or services complies with all relevant State, Tribal, and Federal regulations and policies. CB, in accordance with the regulations at 45 CFR 95.611, may grant an exemption from prior approval for an acquisition document based on a title IV-E agency’s responses to this checklist.

Please include the following information:

Project name:

Purpose of Acquisition Activity (Check all that apply):

Project Planning  System Development

System Implementation  System Operations

System Maintenance  Hardware and Equipment

Commercial Off the Shelf Software

Other:

Estimated or Actual Cost of the acquisition, contract, or contract amendment (including all option years):

A brief paragraph describing the acquisition activity should be included in the cover letter submitted with this request. The submission should identify: (1) the agency(s) and stakeholders involved; (2) basic system characteristics, project scope, and estimated life span ; and (3) the type of contract or agreement that has or will result from the acquisition. For each “No” response to the checklist, a narrative explanation must be provided either directly following the checklist, in the cover letter or on a separate sheet of paper.

The checklist should be submitted to the Children’s Bureau.

Indicate the type of document to which this checklist applies.

Acquisition Document (Complete Section I and II)

Contract (Complete Sections I and III)

Contract Amendment (Complete Sections I and III)

Section I: Acquisition Document, Contract, and Contract Amendment Questions

| **Description** | **Checkbox** |
| --- | --- |
|  |  |
| 1. Has or will the acquisition process be conducted in a manner that provides, to the maximum extent practicable, open and free competition?[[1]](#footnote-1) | Yes  No |
| 1. Does the acquisition, if funded in whole or part by U.S. Department of Health and Human Services, meet the standards and functional requirements set forth in the Federal program regulations of each participating agency? | Yes  No |
| 1. Does the acquisition or contract comply with all applicable State acquisition standards, laws, policies and procedures? | Yes  No |
| 1. Does the acquisition or contract require support for the following Federal provisions:  * Equal Employment Opportunity: This is based on Executive Order (EO) 11246 as amended by EO 11375 and supplemented by Department of Labor regulations at 41 CFR Part 60. * Anti-Lobbying Act: This Act as codified at 31 U.S.C. 1352 prohibits recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal government in connection with a specific contract, grant, or loan.      * Americans with Disabilities Act: This Act in regulation at 28 CFR Part 35 prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services. * Debarment, Suspension, and Other Responsibility: Based on EO 12549 and common rule at 2 CFR 376 requires certification that the recipient and its principals are not debarred, suspended, or otherwise ineligible under the terms of the rule. | Yes  No  Yes  No  Yes  No  Yes  No |
| 1. Does the acquisition document or contract contain a clause that provides US DHHS and/or their representatives access to all documents, papers, or other records pertinent to the procurement in order to make audits, examinations, excerpts and transcripts per 45 CFR 95.615? | Yes  No |
| 1. Does the acquisition or contract contain language complying with Federal rules relative to State ownership rights to all software products, documentation and intellectual property created under this acquisition? | Yes  No |
| 1. Does the acquisition document or contract contain a clause that grants the Federal Government a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal Government purposes, software, modifications, and documentation developed and/or obtained through this acquisition per 45 CFR 95.617? | Yes  No |
| 1. Does the Statement of Work in the acquisition document and the resultant contract convey expectations to be met by the successful contractor including items such as required tasks, deliverables and their schedule of delivery, technical requirements, security, privacy and confidentiality requirements, roles and responsibilities, and project reporting requirements? | Yes  No |
| 1. Does the acquisition document or contract include clauses covering mandatory contract terms and conditions, order of precedence, compliance with laws, liability, period of performance, Force Majeure, availability of funds, notices, disputes, failure of performance, damages, and termination? | Yes  No |
| 1. Does the acquisition document delineate responsibilities relative to key staff, the change order process, and documentation requirements? | Yes  No |

Section II: Acquisition Document Specific Questions

| **Description** | **Checkbox** |
| --- | --- |
|  |  |
| 1. Date the acquisition document will be released to vendors: | |
| 1. Number of days vendors will have to respond to the Acquisition Document: | |
| 1. Does the acquisition document include information about the evaluation and selection process such as technical and cost scoring and weighting, and proposal ranking and selection? | Yes  No |
| 1. Has the evaluation and selection process been finalized relative to technical and cost scoring prior to the release of the acquisition document? | Yes  No |
| 1. Does the acquisition document delineate responsibilities relative to key staff, the change order process, and documentation requirements? | Yes  No |

Section III: Contract and Contract Amendment Specific Questions

| **Description** | **Checkbox** |
| --- | --- |
|  |  |
| 1. Does the contract or contract amendment delineate:  * responsibilities relative to key staff; * the change order process; and * documentation requirements? | Yes  No |
| 1. If this request is for a contract amendment, do the activities in the Statement of Work for the contract amendment fall within the overall scope of the original Acquisition Document and contract? | Yes  No |

This form must be signed by either the appropriate State official authorized to submit acquisition documentation to the US Department of Health and Human Services or the State director of purchasing.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **An answer of “No” to this question requires submission of documentation justifying the noncompetitive acquisition, including a statement that the procurement will be conducted under the same rules used for those with State or Tribe-only funds.** [↑](#footnote-ref-1)