

## ECONOMIC DEVELOPMENT ADMINISTRATION EQUIPMENT - REQUEST FOR PROPOSAL CHECKLIST

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_  
*Name & Phone Number*

This EDA Equipment - Request for Proposal (RFP) Checklist is for the \_\_\_\_\_  
 \_\_\_\_\_ portion(s) of the project. Tentatively, the advertisement date for proposal(s)  
 will begin on \_\_\_\_\_, in the following newspapers, journals, and/or websites, or other  
 (provide additional information):

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.
- 3) \_\_\_\_\_.

The request for proposal(s) will be due \_\_\_\_\_ days later on \_\_\_\_\_, as required  
 by state (or local) law. The most current cost estimate(s) are shown below:

Equipment Description	EDA Eligible Amount	* Non-EDA Eligible Amount	Current Equipment Cost Estimate
	\$	\$	\$

*\* Equipment components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

Y	N	NA
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1. The most current equipment cost estimate has been submitted for EDA's review.
2. The recipient has written procurement procedures with which the request for proposal (RFP) or other document has been found to be in compliance. The vendor will be selected in accordance with the procurement standards set forth in 2 CFR 200.
3. The vendor will be selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attached is an explanation of the selection method and the reason(s) for using that method.
4. All evaluation factors and their relative importance have been identified in the RFP.

5. The Recipient has an objective method for conducting technical evaluations of proposals received and for selecting the best proposal, price and other factors considered. The ranking sheet has been submitted for EDA’s review.

Y	N	NA

6. All Special Award Conditions that are required prior to advertisement for the equipment have been satisfied.

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7. The EDA Award Number is on the RFP.

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8. The equipment installation does not require construction.

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a. If construction is required, the required construction contracting documents have been included in the Request for Proposal.

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9. If additive or deductive alternates are used in the RFP, the RFP provides the method for determining the alternates to be awarded.

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10. Equipment has not been limited to a particular manufacturer or brand name.

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a. If limited, written approval by EDA has been obtained.

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11. The following items are included in the RFP or other document:

a. Buy America Provision – “To the greatest extent practicable, contractors are encouraged to purchase American-made equipment and products with funding provided under EDA financial assistance.”

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b. Federal Participation Disclosure – “This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.”

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c. Proposal/Bid Form - (Unit Cost or Lump Sum or Combination)

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d. Required Federal Contract provisions (Refer to Appendix II to 2 CFR Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards).

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e. An "or approved equal" product provision has been provided.

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\_\_\_\_\_  
**Signature (Prepared By)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Written Name & Title (Prepared By)**