

Office of Federal Assistance Education & Engagement

Written Procurement Policies and Procedures Checklist

Purpose: To provide recipients with general suggestions in developing their documented procurement procedures to concur with the procurement standards outlined in the Code of Federal Regulations.

This list is not exhaustive, and recipients should review 2 CFR 200.317-327 to ensure their policies and procedures comply with the applicable requirements.

Authority: 2 CFR 200.317-327 and 2 CFR 1201.317.

Component	Completion Status
Maintenance of contract oversight, 2 CFR 200.318.	
Maintenance of written standards of conduct covering conflicts of interest, 2 CFR 200.318(c)(1).	
Avoidance of unnecessary or duplicative items, 2 CFR 200.318(d).	
Contracting with responsible contractors, 2 CFR 200.318(h).	
Maintenance of written procurement history, 2 CFR 200.318(i).	
Use of time and material contracts, 2 CFR 200.318 (j)(1).	
Procedures for contract dispute resolution, 2 CFR 200.318(k).	
Promotion of full and open competition, 2 CFR 200.319.	

Written procedures for procurement transactions, 2 CFR 200.319(d).	
Use and maintenance of pre-qualification lists, 200.319(e).	
Allowed methods of procurement, 2 CFR 200.320.	
Procurement of recovered materials, 2 CFR 200.323.	
Cost or price analysis, 2 CFR 200.324.	
Negotiation of contractor profit 2 CFR 200.324(b).	
Prohibition of cost-plus percentage of cost and percentage of construction cost contracts 2 CFR 200.324(d).	
Bonding requirements for construction or facility improvement contracts, 2 CFR 200.326.	
Compliance with domestic preferences for procurements, 2 CFR 200.322.	