

EVALUATION CHECKLIST
CHAPTER 34
REQUEST FOR QUOTATIONS UNDER \$25,000

- Confirmed that all bids were received by the time and date specified on the RFQ Cover Page
 - If a bids were not received in a timely manner, then the bidder is non-responsive. The bid cannot be considered for award.

- Bids received in a timely manner have been reviewed to ensure they meet the requirements of the RFQ as outlined in the Special Conditions.
 - If a bid is submitted with requirements that deviate from those specified in the Special Requirements or with exceptions to any terms and conditions as outlined in the FMDC bid documentation , then the bidder is non-responsive. The bid cannot be considered for award.

- All required exhibits indicated on the RFQ Cover Page were received, completed and signed
 - Exhibit A – E-verify
 - Box A checked
 - no documentation required
 - Box B checked
 - Either E-verify employment eligibility verification page

or

▪ A Memorandum of Understanding signature page electronically signed by the bidder & the Department of Homeland Security Verification Division listing the bidder’s company name and ID must be submitted

and

▪ A notarized Affidavit of Work Authorization that is dated on or after September 1, 2009.
 - A copy of the documentation submitted above must be forwarded to DPMM via fax at 526-9815 or e-mail at purchmail@oa.mo.gov attention Work Authorization Program, to be added to the intra-agency spreadsheet located at <http://www.oa.mo.gov/purch/vendorinfo/affidavits.pdf>. If multiple copies of the affidavit are received for a vendor, the affidavit with the earliest date will be used to establish their annual renewal date.

If a bidder does not provide the required documents **prior to award** of a contract, then the bidder is non-responsive. The bidder cannot be considered for award.
 - Box C checked
 - Check the DPMM spreadsheet at the site below to see if the bidder is listed. If they are, complete the “For State Use Only” section of Box C. If the bidder is not listed, request the documents from the agency listed by the bidder on Box C.

<http://www.oa.mo.gov/purch/vendorinfo/affidavits.pdf>

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- Exhibit B – MO service Disable Veteran Business Preference (not required)
 - **If** claimed by bidder then either
 - A letter from the Department of Veterans Affairs
 - **Or**
 - A copy of the bidder’s discharge papers must be submitted

- Confirmed that bidder is in compliance with No Sales Tax Due (Section 34.040.6 RSMo) by checking SAM II PASM table.
 - If result is “no match” then guidelines and instructions at: <http://agencyinfo.intra.state.mo.us/compliance.shtm> must be followed.

- Confirmed that bidder is not on the federal debarment list by performing a search on the Federal Debarment Excluded Parties List at: <https://www.sam.gov> nor on the DPMM Suspended/Debarred Vendor list found at <http://oa.mo.gov/purch/agencyinfo/suspven.pdf>
 - If bidder is on federal debarment list or the DPMM Suspended/Debarred Vendor list, they cannot be considered for award.

- Cost analysis has been completed according to either the criteria outlined in the Special Conditions or that included in Instructions to Bidders, Paragraph 6.0 EVALUATION/AWARD.

- Using results of the cost analysis, a Bid Record/Evaluation has been completed, signed and dated by evaluator.

- If documentation was completed and submitted accurately for Missouri Service Disabled Veteran Business Preference a Confidential Memo was completed, the submitted document was placed in a sealed envelope and placed in the bid documentation file.

- Section 4, Notice of Award, of the RFQ Cover Page has been completed and a copy provided to the successful bidder.

- FMDC Accounting Staff has been notified of award and provided with required documentation:
 - RFQ Cover Page with Section 4 (Notice of Award) completed
 - Copy of bid analysis form

- All appropriate facility staff has been notified of Notice of Award, instructing them to proceed with the issuance of a purchase order to the Contractor, which serves as their Notice to Proceed.

- All documentation related to each procurement has been filed in a centralized manner so that there is a clear audit path linking the solicitation process, evaluation, award, and payment.