**Responsiveness Checklist**

Determine after receiving bids or proposals and before making contract award.

Document determination with checklist and supporting information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Solicitation No. |  | | | | |
| Opening Date: |  | | | | |
| Description: |  | | | | |
| Contract Administrator: |  | | | | |
| Contractor\Name of Bidder: |  | | | | |
| Solicitation Requirements: |  | | | | |
| **REQUIREMENT** | | **YES** | **NO** | **N/A** | **COMMENTS** |
| Bid received on time, in sealed envelope | |  |  |  |  |
| All items priced in unit measures specified | |  |  |  |  |
| Drawings submitted for products proposed as “equal” to specified brand | |  |  |  |  |
| Bid Security Received | |  |  |  |  |
| Signature of Company Officer to the bid/offer | |  |  |  |  |
| Lobbying Certification signed and attached | |  |  |  |  |
| Financial information submitted according to the request | |  |  |  |  |
| DBE Documentation included and complete | |  |  |  |  |
| Insurance documentation included | |  |  |  |  |
| No exemption to terms or other solicitation language | |  |  |  |  |
| Not suspended or debarred per sam.gov  If listed in SAM as excluded party list, notify FTA in writing. (Keep as documentation to this checklist.)  Date FTA notified: | |  |  |  |  |
| Other - | |  |  |  |  |
| Integrity and Ethics | |  |  |  |  |
| Affirmative Action | |  |  |  |  |
| Timiliness | |  |  |  |  |
| Licensing and Taxes | |  |  |  |  |
| Financial Resources | |  |  |  |  |
| Production Capability | |  |  |  |  |
| Performance Record | |  |  |  |  |
| Administrative and Technical Capacity | |  |  |  |  |
| Public Policy | |  |  |  |  |

Highlighted categories need to be managed and evaluated.

Basic Requirement (49 U.S.C 5325(j))

Grantee shall make awards only to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of a proposed procurement.

Resource 4220.1F Lists areas for responsibility determinations.

**Responsibility Determination Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Solicitation No. |  | | | |
| Supplier: |  | | | |
| Date: |  | | | |
| For each of the areas described below, check the appropriate research has been accomplished and provide a short description of the research and the results. | | | | |
| **Criteria** | | **Acceptable** | | **Comment** |
| **Yes** | **No** |
| 1. Appropriate financial, equipment, facility, and personnel. | |  |  |  |
| 1. Ability to meet the delivery schedule. | |  |  |  |
| 1. Satisfactory period of performance. | |  |  |  |
| 1. Satisfactory record of integrity, not on debarred or suspended list. | |  |  |  |
| 1. Receipt all of all data from supplier. | |  |  |  |