**Sealed Bid Procurement Worksheet**

***Step 1: Tell us about your project.***

|  |  |
| --- | --- |
| Applicant/Grantee Organization: |  |
| Project/Program Name: |  |
| Contact Person: |  |
| Estimated Start Date: |  |
| Project Description: |  |

***Step 2: What are your organization’s policies and procedures for purchasing goods and services?***

|  |  |
| --- | --- |
| Does your organization have written policies & procedures? | 🞏 Yes 🞏 No |
| If yes, please attach a copy of your policies and procedures. If no, please contact the ROI READI project manager. | |

***Step 3: Develop your scope of work.***

The Scope of Work should clearly, accurately and completely describe project requirements, as well as the date and location that bids will be opened during a public meeting. An example Scope of Work is attached to this worksheet.

***Step 4: How did you advertise your bids?***Note: Bids should be sent to prospective bidders and posted in public places.

Bid solicitations were sent to the following companies:

|  |  |
| --- | --- |
| Vendor Name: | Date Sent: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Bid package was posted for review at the following place(s):

|  |  |
| --- | --- |
| Location (i.e. website, notice board): | Date Posted: |
|  |  |
|  |  |

Please attach a copy of your bid advertisement.

***Step 5: Who provided you with a bid?***

**Presiding Body of Bid Opening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Note: Bids must be opened at a public meeting such as a City/County Council or Redevelopment Commission meeting.  
 **Date of opening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of opening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Vendor | Bid Amount: |
|  |  |
|  |  |
|  |  |
|  |  |

Note: Bids are opened without discussion and taken under advisement for a thorough review.

***Step 6: Which vendor was selected?***

|  |
| --- |
| Vendor: |
|  |

***Step 7: What criteria did you use to select the vendor?***

|  |
| --- |
| (i.e. low cost, best value based on X, able to meet timeline, etc.) |

***Step 8: Is the vendor a Disadvantaged Owned Business Enterprise?***

Check the State of Indiana Disadvantaged Owned Business Enterprise list at <https://entapps.indot.in.gov/DBELocator/>

|  |  |
| --- | --- |
| DBE Certified: | 🞏 Yes 🞏 No |

**Step 9: Is the vendor eligible to work on federally funded projects in the System for Award Management system?**

|  |  |
| --- | --- |
| Did you check [www.sam.gov](http://www.sam.gov) for eligibility? | 🞏 Yes 🞏 No |
| How to Search [www.sam.gov](http://www.sam.gov):   1. **Sign into Sam.gov.** If you do not have a SAM account, see below. 2. Select Search from the menu 3. Under Select Domain, click on Entity Information 4. Under Entity Information, click on Exclusions 5. Under Keyword Search, click on Excluded Individual or Excluded Entity 6. Type in Entity name and hit return 7. On the top right side, click on Actions and then click Download 8. Select pdf and click on Download 9. Print, sign and date document and attach to this document   ***If you do not have access to SAM.gov, please contact the ROI READI Project Manager for assistance.*** | |

**Step 10: Is there any other information that we should know?**

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|  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**\*Please keep copies of this form for your records.**

**Please contact the READI Project Manager with any questions.**

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