

**Procurement Documentation Checklist**  
**Request for Proposals/Qualifications/Applications/Bids**

**Formal Solicitation (Bid request, Guidelines & Application Questions, etc.)**

**Publicity** (If an method was not applicable, write n/a)

- Website Posting
- Facebook Posting
- Twitter Posting
- Legal Notice
- Mailing/Distribution List
- Notices to Agency/Individual
- Postings thru Community newsletters (e.g., VCCF)

**Original Proposals Submitted**

**Scoring results**

- Summary of scores
- Completed Reviewer Evaluation/Scoring Tools

**Review Committee Documentation**

- Signed Reviewer Non-Disclosure/Conflict of Interest Statements
- Sign-in sheet(s)
- Meeting Notes

**Notification letters**

**Appeals**

- Appeal Letter(s)
- Appeal resolution documentation

**If Federal Funding Contributes:**

- Subrecipient/Vendor Determination Checklist