

Procurement Contract Checklist To Approve Payment

- **Construction Contracts**
 - Cost/Price Analysis Supports Contract Award? (responsive and responsible)
 - Contract was publically advertised?
 - **Signed Contract Document (and amendments)?**
 - **Notice to Proceed** Issued? (compliance with start-up obligations?)
 - Indian Preference Compliance Satisfied?
 - HUD 1968 Section 3 Compliance Satisfied? (*Construction and Pro Svcs. Only exceeding \$200,000*)
 - Becomes issue only when new jobs or sub-contracting opportunities are generated by project
 - RROF Request for Release of Funds (**RROF**) **approved** by HUD (for construction contracts)? *Construction Only*
 - Retainage?
 - Charge within **Scope of Work**? (Specification)
 - **Payment Schedule** agrees with invoice?
 - Payment does not exceed contract authority
 - Check arithmetic and percentages
 - If change order must have approved copy in file
 - Is the work actually completed (ask Tim)
 - Is the material actually onsite (ask Tim)
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- **Maintenance & Repair (small purchase)**
- **Professional Services (small purchase)**
 - Minimum of 3 bids/proposals
 - Advertised publically
 - Cost/Price Analysis Supports Contract Award or Competitive Evaluation supports Contract Award (point system).