## Template US1 – Procurement Checklist

Before submitting the proposal to USAID, please apply the below checklist to allow for an eligible, effective and efficient project implementation. The checklist is in addition to the requirements of the DCA Procurement Manual and please consult the DCA procurement manual for the steps involved in planning, implementing and finalizing procurement in a project.

Please start a Project Procurement file (General Template 18-2) and document the findings and evidence resulting from applying the procurement checklist below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activities** | **Yes** | **No** | **Section** |
| **1** | Is the Request for Application / Cooperative Agreement reviewed and qualified? |  |  | **1.3** |
| **2** | Is the DCA Procurement Manual being followed? |  |  | **2.1** |
| **3** | Is the planned purchase eligible? |  |  | **2.2** |
| **4** | Are the commodities and services eligible? |  |  | **2.2.1** |
| **5** | Is the item checked against the USAID Commodity Eligibility Listing (CEL)? |  |  | **2.2.2** |
| **6** | Are the commodities and services Restricted? |  |  | **2.2.3** |
| **7** | Do the source and nationality regulations apply to this purchase? |  |  | **2.2.4** |
| **8** | Will the purchase comply with the authorized geographic code? |  |  | **2.2.5** |
| **9** | Is the supplier eligible? |  |  | **2.2.6** |
| **10** | Will the purchase comply with the ocean transportation regulations? |  |  | **2.2.7** |
| **11** | Will the purchase comply with the Fly America Act? |  |  | **2.2.8** |
| **12** | Is prior approval required and available? |  |  | **2.3** |
| **13** | Is it necessary to get a waiver? |  |  | **2.4** |
| **14** | Can the purchase be financed using cost share or program income? |  |  | **2.5** |
| **15** | Is it more economical and practical to lease instead of purchase? |  |  | **2.6** |
| **16** | Is it practical to invite US Small Businesses? |  |  | **2.7** |
| **17** | Is the planned purchase a construction? |  |  | **2.8** |
| **18** | Is the purchase subject to Inventory Management |  |  | **2.9** |
| **19** | Is the purchase documented and ready for audit? |  |  | **2.10** |