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| **Procurement Procedures Checklist for the NSLP** | |
| **SFA Name:** | |
| At a minimum, procurement procedures should include: | **Compliant?** |
| 1. Methods used for products and services (micro, small, and/or formal) |  |
| 1. Reference to Federal, State and local regulations |  |
| 1. Language that prohibits unnecessary or duplicative purchases |  |
| 1. Procurement specifications |  |
| 1. Language that supports the use of small, minority and women’s businesses, when possible |  |
| 1. Code of Conduct or reference to the Code of Conduct |  |
| 1. The procedures should not include any language that unduly restricts competition. |  |
| 1. Language stating that records documenting all procurement activities will be kept |  |
| Comments: | |