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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)
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| 1. Reference to Federal, State and local regulations
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| 1. Language that prohibits unnecessary or duplicative purchases
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| 1. Procurement specifications
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| 1. Language that supports the use of small, minority and women’s businesses, when possible
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| 1. Code of Conduct or reference to the Code of Conduct
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| 1. The procedures should not include any language that unduly restricts competition.
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| 1. Language stating that records documenting all procurement activities will be kept
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| Comments:  |