**Certification Presentation Checklist**

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| **Local agency Information** | |
| Project Name: |  |
| Contract Amount: |  |
| Local Public Agency: |  |
| Address: |  |
| Contact: |  |
| Telephone number: |  |
| Email: |  |
| Date: |  |

**LPAs will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The presentation**

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| **Required Elements Comments** | | |
|  | **Contract Administration Responsibilities**   * **Key contact** * **Maintain Independent Contractor relationship** * **Recordkeeping** * **Authorize Services** * **Deliverables and Schedule** * **Contract Amendments** * **Invoice Review and Processing** * **Consultant Performance Evaluations** * **Contract Closeout** |  |
|  | **Deliverables and Schedule**  **•Review and approve all Deliverables for compliance with requirements in the Contract and standards for completion that are incorporated by reference into the Contract. This includes requiring consultant to correct non-conformance with Contract requirements, at no additional cost, prior to final acceptance and approval. Provide written notice to consultant of deliverable acceptance status, including timely written notice of deficiencies,** |  |
|  | **Contract Amendments**  **•Draft and negotiate any necessary, allowable Contract Amendments within the scope identified in the solicitation/Contract up to the total contract dollar amount allowed under the procurement method used.** |  |
|  | **Invoice Review and Processing**  **LPAs are required to comply with the Federal cost principles (48 CFR 31) to determine costs for personal services contracts with commercial, for-profit entities such as consulting engineering firms. Costs determined to be unallowable under these cost principles are not eligible for Federal-aid reimbursement. Agency controls must ensure that invoiced costs are allowable (allocable to the project, necessary, and reasonable; that the State has authority to participate in the cost; are consistent with the terms of the contract; and are adequately supported by source documentation and verification of the completed work.** |  |
|  | **Record Retention**  **Agency must maintain adequate and readily accessible performance, financial documents, and supporting documentation that supports compliance with applicable Federal law and regulations. *E.g. 23 U.S.C. 112, 40 U.S.C. 1101-1104, 23 CFR 172, 48 CFR 31, and 2 CFR 200* (as specified in 2 CFR 200.333). What are your record keeping process and timelines?** |  |
|  | **Consultant Evaluation**  **In accordance with 23 CFR 172.9(d)(2), contracting agencies are required to prepare an evaluation summarizing the consultants performance on a contract. The performance evaluation should include, but not be limited to, an assessment of the timely completion of work, adherence to contract scope and budget, and quality of the work conducted. 23 CFR 172.9 (d)(2)**  **What are the consultant evaluation process and documentation requirements?** |  |
|  | **Contract Closeout**  **• Complete Contract closeout review and documentation.**  **• Ensure all Contract Administration-related documentation is prepared and maintained on file for each Contract.** |  |

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| **Comments:** | |
| Corrective Action | Yes  No |
| Second Test Project Required | Yes  No |
| Certification Recommended | Yes  No |

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| Reviewed By | Date: |