

the Federal Government for review, analysis and prior approval.

States may submit this acquisition checklist as part of the Annual or As-Needed APD Update, or as a stand-alone document. The checklist is acquisition specific. State staff should fill out and submit a separate checklist for each anticipated acquisition.

The federal approving authority will provide written acceptance or denial of the state acquisition checklist within 60 days of submittal. The resultant contract must be submitted for prior approval unless specifically waived in writing by the Department(s).

This checklist may be used for Request for Proposals, Requests for Quote, Invitations to Bid, or similar state and local acquisition documents. This checklist is **not** to be used for sole source acquisitions, including contract amendments, which exceed the regulatory submission threshold (i.e. \$1 million). This checklist may not be used for contracts or Advance Planning Documents. States and territories must continue to submit the acquisition document(s) associated with these procurements to the Department(s) for federal prior approval.

INQUIRIES:

Please send comments and suggestions to Thom Carroll at TCarroll@acf.hhs.gov at ACYF/Children's Bureau.

Joel Anthony
Director
Office of Financial Services
Administration for Children and Families