

# Vendor Responsibility Policy Checklist for Municipal Procurement

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## I. Vendor Qualification Standards

- Financial Capacity – Vendor has adequate resources, bonding, and insurance to perform the work.
- Technical Capability – Vendor possesses required personnel, equipment, licenses, and relevant experience.
- Past Performance – Vendor has a record of satisfactory performance with similar government or private contracts.
- Integrity and Reliability – No evidence of criminal fraud, debarment, or litigation raising serious concerns.
- Legal Eligibility – Vendor is properly licensed, registered, and authorized to conduct business within the jurisdiction.
- Compliance Ability – Vendor demonstrates the ability to meet delivery schedules, deadlines, and specifications.

## II. Agency Best Practices for Determining Responsibility

- Document all responsibility determinations with supporting evidence, including reasons for rejection if applicable.
- Apply responsibility standards consistently across all vendors to avoid appearance of favoritism.
- Provide written notice and an opportunity to respond before a vendor is declared non-responsible.
- Separate bid responsiveness (i.e., submission format and completeness) from vendor responsibility (i.e., qualifications and performance).