

**FAMILY RESOURCE AGENCY, INC.  
Project Tracking Sheet**

<b>Center/Site of Project:</b> _____	<b>Project Description:</b> _____
<b>Estimated Cost of Project:</b> _____	<b>Project Type (check one):</b> <input type="checkbox"/> Construction <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Painting/Decorating <input type="checkbox"/> Replacement <input type="checkbox"/> Other _____
<b>Estimated Time Line:</b> _____	

Please enter your initials as each item is completed on the checklist. Also be sure to include dates and names where indicated.

Initials	Date	Person Contacted
1. _____ Contact Program Director or Assistant Director	_____	_____
2. _____ Director/Assistant Director contacts CEO	_____	_____
3. _____ <b>Contact Fire Marshall if project is construction, alteration or renovation</b>	_____	_____
4. _____ Contact Licensing if project involves construction or renovation and it affects services	_____	_____
5. _____ Develop Scope of Services/Spec Sheet that includes an agreement to adhere to the following based on estimated cost of project: (check which items are required below)	_____	_____

<b>\$2000 and up Projects:</b> <input type="checkbox"/> Davis Bacon Act <input type="checkbox"/> Wage rate form included with solicitation of bids found at <a href="http://www.gpo.gov/davisbacon">www.gpo.gov/davisbacon</a> <input type="checkbox"/> <b>Davis Bacon does not apply</b>	<b>\$5000 and up Projects:</b> <input type="checkbox"/> Requires work change orders in writing <input type="checkbox"/> Requires business is not excluded from doing business with a Federal, State or local government agency <input type="checkbox"/> Requires records kept for at least 3 years for review <b>and all prior requirements below \$5000</b>	<b>\$10,000 and up Projects:</b> <input type="checkbox"/> Certified compliance with Equal Opportunity Employment <b>and all prior requirements below \$10,000</b> <hr/> <b>\$25,000 and up Projects:</b> <input type="checkbox"/> Regional Office/Board approval required <b>and all prior requirements below \$25,000</b>
<b>\$50,000 and up Projects:</b> <input type="checkbox"/> Get Performance Bond Documentation <input type="checkbox"/> <b>and all prior requirements below \$50,000</b>		
<b>\$100,000 and up Projects:</b> <input type="checkbox"/> Copeland "Anti-kickback" Act <input type="checkbox"/> Requires Sections 102 and 107 of Contract Work Hours and Safety Standards Act <input type="checkbox"/> Requires Clean Air Act and Federal <input type="checkbox"/> Requires certification of Federal Funds not paid to influence an officer or an employee Water Pollution Control Act    of a Federal Agency, Members of Congress, etc. <b>and all prior requirements below \$100,000</b>		

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Initials	Date	Person Contacted
6. _____ Solicitation of Bids (check all that apply): _____ by Phone _____ by Fax _____ Advertising (required on all projects of \$25,000 or more) _____ Other _____	_____	_____
7. _____ Meeting with bidders to discuss Scope of Services	_____	_____
8. _____ Director/Ass't. Director receives approval from the Regional Office and Board (if applicable)	_____	_____
9. _____ Committee Meeting with Departments involved: _____ Director _____ Ass't. Director _____ Ctr. Mgr. _____ Child Dev. Coord. _____ Ops _____ IT/ITCS _____ Nutrition Mgr. _____ Special Proj. Mgr. _____ Other _____	_____	_____
10. _____ Procurement and Purchase Order completed and agreements attached	_____	_____
11. _____ Receive approved PO number for vendor: PO # _____	_____	_____
12. _____ Contact Vendor to announce winning bid and set start date of project	_____	_____
13. _____ Have Vendor sign official contract and submit to Admin Office <b>before</b> work begins Approved at Admin Office by: _____	_____	_____
14. _____ Contact committee members with start date	_____	_____
15. _____ Contact School Officials if applicable	_____	_____
16. _____ Parents notified of closure/modifications to attendance, if applicable	_____	_____
17. _____ Provide weekly updates (more frequent if necessary) to Committee	_____	_____
18. _____ Get weekly Davis-Bacon payroll information from vendor and verify wages meet criteria.	_____	_____
19. _____ Inspect work at completion to insure all aspects of Scope of Service were met	_____	_____
20. _____ Authorize the release of payment after completion	_____	_____
21. _____ Inform Committee members of completion of project	_____	_____



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**INSTRUCTIONS CONTINUED**

9. In sections 10 through 12 follow the Agency's procedures to complete the procurement and purchase order, as well as the Notice to Proceed or whatever your program's procedures are for notifying the winning bidder. A copy of the Project Tracking Sheet is to be attached to the procurement and purchase order paperwork so that the Director/Assistant Director can see that all of the necessary steps have been taken prior to work beginning.
10. On section 13, once the vendor has signed the official contract for the work to be performed, the original contract with original signatures must be submitted to the Admin Office before work begins. Once the Director/Assistant Director has signed the contract, you can then give the vendor permission to begin work.
11. Once a start date has officially been set, the committee members will need to be contacted. Then, depending upon what type of project is being done, you will need to determine who should be contacted in sections 15 and 16. You will also need to provide updates to the committee members at least once a week, unless there is a need for more frequent communication.
12. In section 18, Davis-Bacon requires that we get payroll information weekly to verify that the wages meet the Davis-Bacon wage requirements. Use this information to compare to the Wage Rate set by Davis-Bacon that was obtained from **www.gpo.gov** included with the Scope of Services. If this project does not have to meet Davis-Bacon requirements, then indicate this item is not applicable.
13. If at any time the vendor indicates that the project is going to cost more than originally approved, a Work Change Order is required. It must provide justification for the amount of change needed. Before that work is performed, you must have received written approval from the Director/Assistant Director.
14. Once the vendor states the project is complete, you will need to inspect the work to insure that all areas of the Scope of Service were met. If it has, then you can authorize the release of payment.
15. The final step in the project's time line will be to notify the committee members of the completion of the project.

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