

**APPENDIX 10. SAMPLE CHECKLIST FOR  
DETERMINATION OF CONTRACTOR RESPONSIBILITY**

Public Housing Agency Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_

Circle all applicable statements:

1. A review of the GSA and HUD websites data dated \_\_\_\_\_ has been conducted and the contractor does/ does not appear as suspended, debarred or operating under a LDP.
2. The Contractor has/ has not performed satisfactorily on other contract(s) awarded by this PHA.
3. A survey of other agencies and companies doing business with the contractor was performed. Adverse/ no adverse information has been received that would bring the contractor's present responsibility and technical capability into question. List the agencies/companies contacted, dated contacted and person providing information.
4. A review of the Contractor's financial and technical resources indicates/ does not indicate that it is capable of performing the contract. List documentation reviewed.
5. State/local government agencies were contacted, and the contractor does/ does not have a record of any outstanding code violations, improper business practices, or similar history of non-compliance with public policy. List agencies contacted.
6. Other pertinent information received does/ does not affect the Contractor's responsibility. List parties contacted and results of contact (e.g., Better Business Bureau, Business Licenses, Dunn and Bradstreet, other credit agencies).

In accordance with **24 CFR 85.36 (b)(8)**, the contractor is considered to be responsible/ non-responsible and possesses/ does not possess the ability to successfully perform under the terms and conditions of this contract.

\_\_\_\_\_  
Name  
Contracting Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date