



# Procurement Readiness Checklist: Departments of Health and Human Services

When time-sensitive purchasing meets compliance-heavy funding, procurement can't afford to fall behind. Use this checklist to ensure your team is ready to respond to urgent public health needs, without sacrificing transparency or accountability.

## Operational Readiness

- We have pre-approved templates for emergency RFPs, RFQs, and crisis contracts
- Procurement staff can track solicitations tied to public health programs (e.g. WIC, SNAP, SAMHSA, CMS)
- Our system supports quick turnaround purchasing without bypassing documentation requirements
- Vendor onboarding and registration processes are streamlined for new and time-sensitive service providers
- Stakeholders (legal, program leads, finance) can access procurement files without delay or duplication

## Compliance & Audit Preparation

- All procurements tied to federal grants are tagged and traceable for reporting
- Documentation is audit-ready (version control, timestamps, approval logs)
- Procurement records are accessible for FOIA/public records requests, CMS audits, and state legislative reviews
- Contracts with health/social services providers include up-to-date compliance language (HIPAA, DBE, etc.)
- We can generate reports by program, funding stream, and contract type within minutes

## Supplier Management

- We have clear vendor eligibility checks for behavioral health, elder care, and Medicaid providers
- Our platform supports supplier diversity tracking (DBE, MWBE, etc.)
- Vendors receive automated updates, document requests, and award notifications
- Our system flags expired licenses, insurance, and certifications to avoid compliance gaps
- Our team can onboard new suppliers in hours, not weeks

## Strategic Oversight

- Program and finance leaders receive regular procurement performance reports
- We can demonstrate how procurement decisions support public health outcomes and service delivery
- Emergency purchasing is governed by clear, repeatable workflows, not ad hoc exceptions
- We track procurement cycle times, contract milestones, and grant compliance in one system


## Want to see how other HHS agencies are handling this?

Book a 20-minute walkthrough tailored to your team and mission.

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