

**KANSAS STATE USE LAW  
VENDOR CHECKLIST**

Name of Proposed Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Service/Goods: \_\_\_\_\_

- Initial
- Annual Pricing Review
- Periodic Qualification Update

**SECTION 1: To be completed for Initial and Periodic Qualification Updates only**

Date Received	Item to be Completed
	IRS determination letter confirming <b>501(c)(3) status</b>
	<b>Articles of Incorporation</b> stating the agency's purpose; articles shall be certified by Kansas Secretary of State
	Current <b>Agency By-Laws</b> which indicate that no part of the <b>net earnings</b> will accrue to the benefit of employees, directors, etc.
	Products / Services must be <b>manufactured / performed and offered by Kansans</b>
	Provide <b>samples of agency literature</b> which demonstrate how the agency portrays people with disabilities and / or endorsement of its nonprofit mission
	Documentation of ratio of <b>direct labor hours</b> required to produce the goods / services offered: Persons with disability vs. persons without disability
	Provide a statement which discusses the agency's current efforts related to the Employment First Initiative which advocates providing assistance to individuals with disabilities become employed at competitive wages in integrated settings

**SECTION 2: To be completed for Initial and Qualification Updates only**

Date Completed	Organizational Tour
	<b>Visitation by <u>at least</u> one member of the State Use Committee</b> to the agency prior to acceptance as a qualified State Use Vendor <small>*Committee member must not have an employment relationship with organization</small>  Committee Member: _____  Committee Member: _____  Committee Member: _____
	Verify Business is producing Goods/Services as outlined in request
	Verify that work is being performed by Kansans with Disabilities

**SECTION 3**

Date	<b>Pricing and Inclusion</b>  <b>*Competitive Open Market is defined as “available to the general public for prices that may be ceiling priced with the expectation of volume discounts”</b>
	Proposed product/service is applicable to needs of customer and are there any current customers for product/service
	Delivery Terms are consistent with those available on the open market
	What Competitive Open Market vendors were used to verify pricing is competitive:  1 _____  2 _____  3 _____
	If item is considered OEM or is nearly completed by another manufacturer please complete a Process Flow Work Sheet (Section 4)
	PRICING SPREADSHEET RECEIVED FROM VENDOR

As outlined in K.S.A. 75-3317 through 75-3322 the State Use Law Committee recommends to the Director of Purchase that the organization listed above:

- Be recognized as a Qualified Kansas State Use Law Vendor
- Included in the Kansas State Use Law Catalogue for the Prices/Goods/Services submitted and discussed at the Kansas State Use Law Committee on \_\_\_\_\_.
- Pricing Effective through: \_\_\_\_\_.

Exclusions:

\_\_\_\_\_

Chairperson or Designee

\_\_\_\_\_

Date

**Section 4:** To be completed if item is considered OEM or is nearly completed by another manufacturer

**Kansas State Use Law  
Process Flow Worksheet**

**Vendor Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

The purpose of this worksheet is to verify that work being performed by a Kansas State Use Law Vendor remains true to the spirit of the law and is grounded in providing work opportunity to Kansas Citizens with disabilities.

\*Each product is required to have a separate Process Flow Worksheet submitted.

**Work to be performed:** \_\_\_\_\_

<b>STEPS</b>	<b>Indicate if work is performed by Employee who is disabled or non-disabled</b>	<b>% of overall time required to complete one unit</b>