

ARPA-SLFRF PROCUREMENT PROCEDURES

COMPETITIVE BID > \$100,000

CONSULT YOUR AWARD MANAGER PRIOR TO A SEALED BID PROCUREMENT

Formal advertising is required for all contracts equal to and above \$100,000. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids and price is just one of many considerations.

This form must be filled out and attached to the reimbursement request. If you have questions or concerns about your project's procurement, please contact Washoe County at communitygrants@washoecounty.gov

Project Name: _____ **Organization:** _____

Staff Contact making Purchase: _____

Purchase Dollar Amount: _____ **Date of Purchase:** _____

Purchase Description:

Determine if goods or services are necessary and appropriate for your project scope. Include a short description of how this purchase benefits the ARPA-funded project.

1. **Before going out to bid**, email Washoe County as an FYI that your project is pursuing a competitive bid process communitygrants@washoecounty.gov
2. Request for proposal (RFP) must be publicized and identify all evaluation factors and their relative importance. Any response to publicized request for proposals must be considered to the maximum extent practical.
3. Proposals must be solicited from an adequate number of qualified sources. Two are required, three are preferred. (Must be formally advertised)

Bid #1 Vendor Name: _____

Bid #2 Vendor Name: _____

Bid #3 Vendor Name: _____

Tip: Include in the bid documents that UEI # and active SAM.gov registration is required for the contracted work to be done. This will avoid having to request this information later in the procurement process.

4. A written method for conducting the technical evaluation of the proposals received and for selecting recipients must be used and included in the documentation.
5. Contracts must be awarded to the responsive firm whose proposal is most advantageous to the program, with price and other factors considered (quality, deliver time, etc.). *Briefly describe bids evaluation below or attached in SAP.*

6. **Collect Unique Entity Identifier (UE) and Confirm SAM.gov Registration**
ARPA-SLFRF purchases over \$50,000 are required to document that the contractor **is registered on SAM.gov** and that the contractor is not debarred, suspended, or excluded from federal funding. Using the vendor's legal name, UEI, DUNS, or TIN, search on SAM.gov for an active registration. Download the registration and attach to the PO requisition. If the contractor does not have SAM registration, please work with the vendor to establish a SAM account to receive payment. Community Reinvestment will confirm SAM registration before issuing reimbursement.
7. **Contract Development**
Purchases made under a contract are required to comply with federal contract provisions. Use the checklist provided by Washoe County.
8. **Subrecipient vs. Contractor Determination Form**
If the contract is for services, your organization must fill out a Subrecipient vs Contractor Determination Form and include it in your procurement backup.
9. **Identify a Contract Administrator**
Who from the organization should be contacted about the services contract? The contract administrator is responsible for ensuring that the contractor meets the performance measures laid out in the contract.

Name: _____

Document Management: (In Reimbursement Request backup documentation)

- Completed Competitive Procurement Form (this form)
- Receipt, Invoices, etc.
- SAM Registration/UEI #
- Subrecipient vs. Contractor Determination Form
- Evaluation Factors/Form included in the RFP
- Responses to Publicized Questions
- Proof of public advertisement
- Bid Opening Record Sheet
- Documentation for vendor selection

Keep in mind:

- *Cost-plus contracts are prohibited for Federal procurement.*
- *Professional Services are not exempt from competitive bid, when using federal funds.*
- *Ensure women and minority-owned businesses are solicited.*
- *Local geographic preferences in the evaluation of bids or proposals are prohibited when using federal funds.*
- *Any person involved in purchasing or contracts of federal funds must have a signed copy of the Washoe County Grants Management Conflict of Interest Policy on file*