

# Procurement Method Report \$10,000.01-\$250,000.00

Use this form for Procurements (purchases/orders) in the amount of \$10,000.01-\$250,000.00

Subawardees shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager’s signature is adequate certification that competition was done, and that the Subawardee is complying with the most stringent procurement procedures.)

**Choose one procurement method:**                      **Federal**                      **State**                      **Local**

**Reminder:** Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

**Subawardee:** \_\_\_\_\_

**Grant Award:** \_\_\_\_\_

## Procurement Method (per each Purchase/Order)

*This may include multiple invoices for each purchase or order.*

| \$10,000.01-\$250,000 |   |                      |                    |                      |                    |                      |                    |
|-----------------------|---|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|
| 1.                    | <b>Specifications:</b>  |                      |                    |                      |                    |                      |                    |
| 2.                    | <b>Award Criteria:</b>  |                      |                    |                      |                    |                      |                    |
| 3.                    | <b>Response Due Date:</b>   |                      |                    |                      |                    |                      |                    |
| 4.                    | Provide (3) Vendor contacts with Bid Amounts given. (Must attach copies of written responses). Identify selected vendor by placing and “✓” in the box on the left side of the table adjacent to Vendor’s Name.  |                      |                    |                      |                    |                      |                    |
|                       | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding: 2px 5px;"><b>Vendors Name:</b></td> <td style="width: 40%; border-bottom: 1px solid black; padding: 2px 5px;"><b>Bid Amount:</b></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;"><b>Vendors Name:</b></td> <td style="border-bottom: 1px solid black; padding: 2px 5px;"><b>Bid Amount:</b></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;"><b>Vendors Name:</b></td> <td style="border-bottom: 1px solid black; padding: 2px 5px;"><b>Bid Amount:</b></td> </tr> </table> | <b>Vendors Name:</b> | <b>Bid Amount:</b> | <b>Vendors Name:</b> | <b>Bid Amount:</b> | <b>Vendors Name:</b> | <b>Bid Amount:</b> |
| <b>Vendors Name:</b>  | <b>Bid Amount:</b>  |                      |                    |                      |                    |                      |                    |
| <b>Vendors Name:</b>  | <b>Bid Amount:</b>  |                      |                    |                      |                    |                      |                    |
| <b>Vendors Name:</b>  | <b>Bid Amount:</b>  |                      |                    |                      |                    |                      |                    |
| 5.                    | <b>Justification for Vendor Selection.</b> Please <b>attach</b> all written supporting documents providing justification for vendor selection.  |                      |                    |                      |                    |                      |                    |

## System for Award Management (SAMS) report is required for selected vendor

| SAMS Report is a Mandatory Subawardee Action |  |
|--|--|
|  | <ol style="list-style-type: none"> <li>1. Check System for Award Management (SAM) for debarment/suspension.</li> <li>2. Print SAMS report page and attach to this form.</li> </ol> |

## Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

\_\_\_\_\_  
Subawardee Project Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

# Guidance for Procurement Method

(For reference purposes only)

## **\$10,000.01 to \$250,000.00**

### Subawardees Guidance:

#### Procurement Method:

At least three firms or persons shall be contacted in writing for quotes or informal proposals. The solicitation and responses must be written. You must include the specifications (description of what is being purchased), award criteria (how the vendor will be chosen), and date and time responses are due. Postings in electronic media may satisfy the competitive solicitation requirement.

#### Justification:

Must explain why vendor was chosen by completing Justification block.

#### Award:

Must be within accordance of the specifications and award criteria in the solicitation to the responsive and responsible bidder providing the lowest quote or most advantageous quote or proposal.

#### Regulations: Code of Federal Regulations, State / Local Procurement Rules

**2 C.F.R. § 200.320(b)** : Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (currently at \$250,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number (3) of qualified sources. NOTE: Federal procurement law overrides local or state law if more restrictive.

#### **Grant Programs Directorate Information Bulletin No. 434 – Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds : Guidance**

A. Increases to Micro-Purchase and Simplified Acquisition Thresholds, Effective June 20, 2018. OMB increased the micro-purchase threshold from \$3,500 to \$10,000 and increased the simplified acquisition threshold from \$150,000 to \$250,000. These increases apply to all recipient and Subawardee activities tied to one of these thresholds per the Uniform Guidance, such as procurements or budget approval requests, executed on or after June 20, 2018 for all open financial assistance awards.

## **SAMS Report is a Mandatory Subawardee Action**

### Subawardee Instruction:

Check the federally debarred/suspended vendors at System for Award Management at [www.sam.gov](http://www.sam.gov) prior to execution of any procurement or contract (regardless of amount).