

Guidance for Procurement Method  
(For reference purposes only)

## Procurement Method Report Pre-Bid Contract

Use this form for Procurements (purchases/orders) that are from a Pre-Bid contract (i.e., GSA, NASPO or local equivalent).

Subawardees shall accomplish **three (3)** requirements with this form: **(1)** identification of procurement method, **(2)** SAMS check, and **(3)** certification signature on third page. (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.*

Pre-Bid Contract	
Pre-Bid Contract Type:	
Contract Vendor:	
Contract Number:	
Purchase Amount:	
<b>Justification for Vendor Selection.</b> Please <b>attach</b> any 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	
	1. Check System for Award Management (SAM) for debarment/suspension.
	2. Print SAMS report page and attach to this form.

### 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

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## Pre-Bid Contract

### Subawardees Guidance:

Use reasonable and adequate procedures that ensure fairness to potential bidders and competition commensurate with the circumstances of the procurement considering price, mission requirements, and available competition.

### Procurement Method:

Include which pre-bid contract you are using, the vendor name, contract number and procurement amount.

### Justification:

Must explain why vendor was chosen by completing Justification block.

### Award:

Award based on reasonable and adequate procedures.

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

**2 C.F.R. § 200.320(a)**, Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (currently set at \$10,000). May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable. To the extent practicable, micro-purchases should be distributed equitably among qualified suppliers.

**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.

B. Increase to Micro-Purchase Threshold and Waivers for Institutions of Higher Education or Related Nonprofit Entities, Effective December 23, 2016.

1. The micro-purchase threshold has been raised from \$3,500 to \$10,000, effective December 23, 2016, only for the following types of recipients or Subawardees: institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutions (institutions). This increase applies to institutions' activities tied to the micro-purchase threshold per the Uniform Guidance, such as procurements, executed on or after December 23, 2016 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).