



# Procurement Basics

Bill Dennis  
&  
Tiffany Peltier





# Overview

- Definition of Procurement
- Procurement Requirements and Regulations
- Tools to Assist
  - Procurement Method Reports
- Required Contract Language





# Grants Administrators

- Adrian Avey
- Tiffany Peltier
- Christine Stroda
- Kris Jedlicki
- Josie Simmons
- Tonya Cunningham

Bill Dennis – Admin Operations Manager





# Definition of “Procurement”

The buying, purchasing, renting, leasing, supplies, equipment , services and or construction

- Includes the description of requirements, selection and solicitation of sources, preparation and award of a contract, and all phases of contract administration.





# Procurement Requirements

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.





# Procurement Regulations

Alaska Statutes, Title 36 Chapter 30

Alaska Administrative Code, Title 2 Chapter 12

2 C.F.R. § 200.320(b)

Local Procurement Codes



# Procurement Method Report – Purchases \$0 - \$3,500

## Procurement Method (per each Purchase/Order)

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

\$0.00 - \$3,500.00	
Provide (3) Vendor contacts with Bid Amounts given. Identify selected vendor by placing and “X” in the box on the left side of the table adjacent to Vendor’s Name.	
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
<input type="checkbox"/>	Vendors Name: Bid Amount:
<p><b>Justification for Vendor Selection.</b> Please include any written supporting documents providing justification for vendor selection.</p>	

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

SAMS Report is a Mandatory Subrecipient Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.



# Procurement Method Report – Purchases \$3,500.01 - \$100,000

**NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made.**

\$3,500.01-\$100,000							
1.	Specifications:						
2.	Award Criteria:						
3.	Response Due Date:						
4.	Provide (3) Vendor contacts with Bid Amounts given. (Must attach copies of written responses). Identify selected vendor by placing and "X" in the box on the left side of the table adjacent to Vendor's Name.						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Vendors Name:</td> <td style="width: 40%;">Bid Amount:</td> </tr> <tr> <td>Vendors Name:</td> <td>Bid Amount:</td> </tr> <tr> <td>Vendors Name:</td> <td>Bid Amount:</td> </tr> </table>	Vendors Name:	Bid Amount:	Vendors Name:	Bid Amount:	Vendors Name:	Bid Amount:
Vendors Name:	Bid Amount:						
Vendors Name:	Bid Amount:						
Vendors Name:	Bid Amount:						
5.	<b>Justification for Vendor Selection.</b> Please include all written supporting documents providing justification for vendor selection.						
6.	<b>Send to DHS&amp;EM for approval <u>prior</u> to purchase</b>						

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

SAMS Report is a Mandatory Subrecipient Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.





# Procurement Method Report – Purchases Over \$100,000

## \$100,000.01 or Greater

1. Attach the following:
- Copy of Proposed Invitation to Bid or Request for Proposal document
  - Copy of Proposed Advertisement or Public Notice
  - Copy of Award Selection Criteria
- Send to DHS&EM to review for pre-approval. A jurisdiction signature is not required at this time.

**Approved by DHS&EM Program Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After DHS&EM approves the Invitation to Bid or Request for Proposal, you can then send out the procurement. Once proposals/bids are received, complete the rest of the form below and send back to DHS&EM for approval before the procurement is awarded.

2. Attach copies of the formal proposals/bids with a list of all the submitted proposals to include vendor name and bid amounts.

3. Attach a copy of the draft contract award.

5. **Justification for Vendor Selection.** Please include all written supporting documents providing justification for vendor selection.

6. Send to DHS&EM for approval prior to award.

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

### SAMS Report is a Mandatory Subrecipient Action

- 1. Check System for Award Management (SAM) for debarment/suspension.
- 2. Print SAMS report page and attach to this form.



# Procurement Method Report – Purchases with Pre-Bid Contract

**NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made. E-mail to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) for approval**

Pre-Bid Contract	
Pre-Bid Contract Type:	
Contract Vendor:	
Contract Number:	
Purchase Amount:	
<b>Justification for Vendor Selection.</b> Please include any written supporting documents providing justification for vendor selection.	
Send to DHS&EM for approval prior to purchase	

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

SAMS Report is a Mandatory Subrecipient Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.



# Procurement Method Report – Sole Source/Inadequate Competition

**NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made. E-mail to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) for approval**

Sole Source/Inadequate Competition	
Vendor:	
Purchase Amount:	
<p><b>Justification for Vendor Selection</b> – Provide justification for Vendor Selection in the below box. Please include any written supporting documents providing justification for vendor selection. Explanations of exemptions must contain findings of fact. Evidence must be included, consisting of material facts sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached.</p>	
Send to DHS&EM for approval prior to purchase	

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

SAMS Report is a Mandatory Subrecipient Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.





# Required Contract Language

## DHS & EM Assurances for Federally Required Contract Provisions

A recipient's and subrecipient's contracts must contain contract provisions as outlined in 2 CFR 200 Appendix II. Certain assurances may not be applicable to your project and may be omitted accordingly.

Available on DHS&EM website





# Open Discussion

<http://ready.alaska.gov/grants.htm>

**[mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)**

**1-800-478-2337 or 907-428-7000**

