**Procurement Method Report $0.00 – Under $10,000**

Use this form for Procurements (purchases/orders) in the amount of $0.00 – under $10,000.

Subrecipients 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 Subrecipient is complying with the most stringent procurement procedures-whether federal, state, or 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.

**Subrecipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Award/Disaster Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PBD/PW/PJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procurement Method (per each Purchase/Order)**

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

|  |  |  |
| --- | --- | --- |
| **$0.00 - under $10,000.00** | | |
|  | Vendor Name: | Purchase Amount: |
| **Justification for Vendor Selection**. Please include any written supporting documents providing justification for vendor selection.  “Vendor was procured by **Micro Purchase** in accordance with local, state and federal procurement methods and to the maximum extent practicable, we attempted to distribute micro-purchases equitably among qualified suppliers. Where micro-purchases were awarded without soliciting competitive price or rate quotations, it was only under the condition that we considered the price to be reasonable based on research, experience, purchase history and/or other information and documents. We have filed this documentation accordingly.” | | |

**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. |

**Certification**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient Project Manager’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title

|  |
| --- |
| **$0.00 – under $10,000.00** |
| Subrecipients 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:  Self-assurance  Justification:  Pre-Filled - Must explain why vendor was chosen by completing Justification block must be filled out explain why vendor was chosen.  Award:  Award based on reasonable and adequate procedures.  Regulations: Alaska Statues, Code of Federal Regulations, Local Procurement Codes  Alaska Statues, Title 36 Chapter 30  Alaska Administrative Code, Title 2 Chapter 12  2 C.F.R. § 200.67 and 200.320(b)  Office of Federal Financial Management Memo M-18-18  Local Procurement Codes |

|  |
| --- |
| **SAMS Report is a Mandatory Subrecipient Action** |
| Subrecipient 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). |