**Procurement Method Report $0.00-$10,000**

Use this form for Procurements (purchases/orders) in the amount of $0.00-$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 - $10,000.00** | | |
| 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. | | |
|  | Vendors Name: | Bid Amount: |
|  | Vendors Name: | Bid Amount: |
|  | Vendors Name: | Bid Amount: |
| **Justification for Vendor Selection**. Please include any written supporting documents providing justification for vendor selection. | | |

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| --- |
| **$0.00 - $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 and adequate (3) competition must be documented for jurisdiction’s grant files and available upon request.  Select the low quote or most advantageous proposal.  Justification:  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 |

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

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| **SAMS Report is a Mandatory Subrecipient Action** |
| Subrecipient Instruction:   1. 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). 2. Print SAM report page and include with this form. |

**Certification**

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

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Subrecipient Project Manager’s Signature Date

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Printed Name and Title